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Automated Land and Mineral
Record System
ALMRS

Volume 10

Coal Leasing Program

For:

U.S. Department of the Interior
Bureau of Land Management
ALMRS-GIS Project Office - DSC
Denver Federal Center
Denver, Colorado 80225

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CHAPTER 1

INTRODUCTION

This document describes the current system for processing coal leases and licenses. Guidelines for coal are found in 43 CFR (Code of Federal Regulations), section 3400. Coal leases can be issued competitively only by using the regional leasing process or through an emergency application. Non-competitive leasing is no longer allowed and therefore has not been analyzed.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the coal leases and licenses program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

CHAPTER 2

DATA FLOW DIAGRAMS

The current coal leasing program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;

2. a rectangle is an external entity (generally outside of BLM control);

3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);

4. a line is a data flow;

5. arrows at the ends of lines indicate the direction data is flowing;

6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

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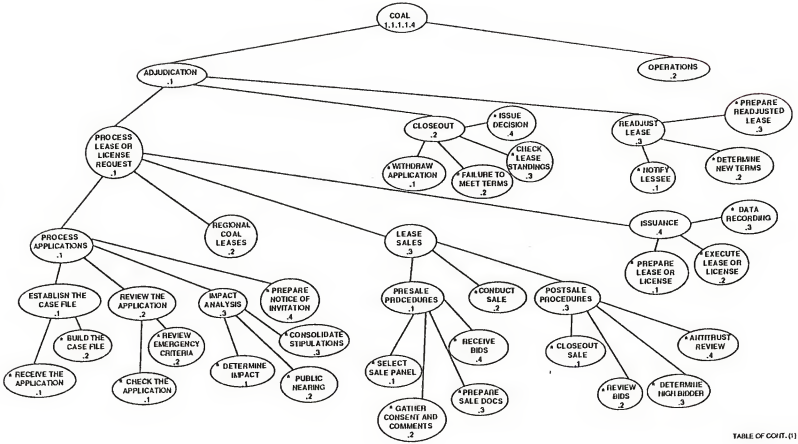

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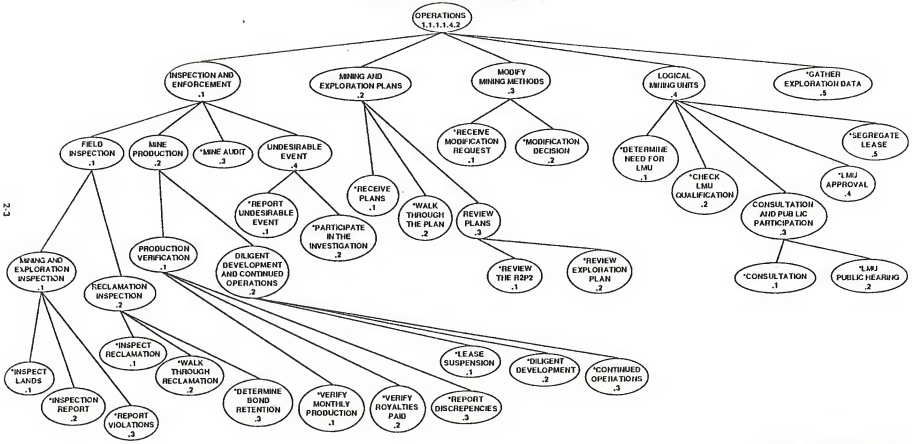

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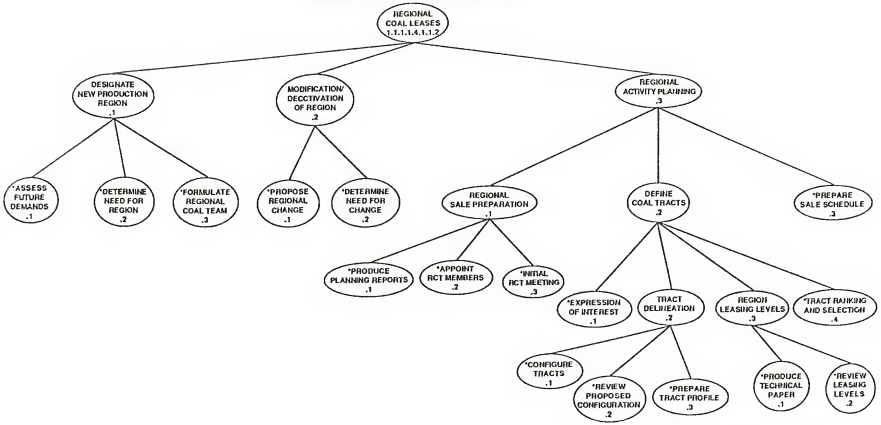

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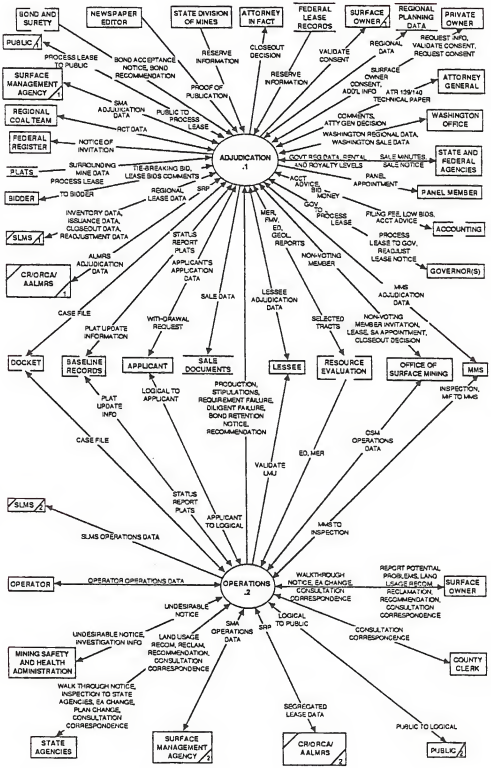

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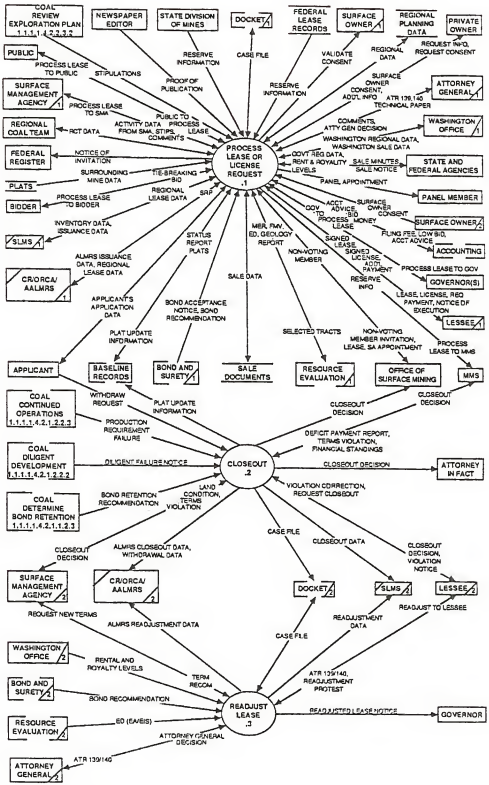
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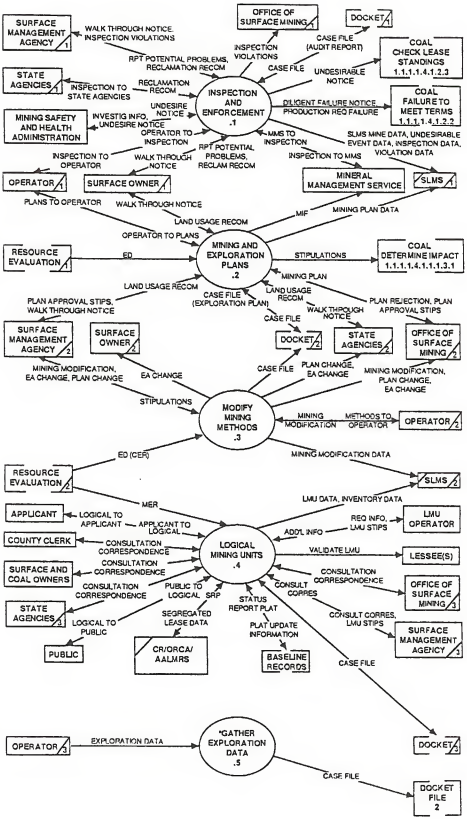
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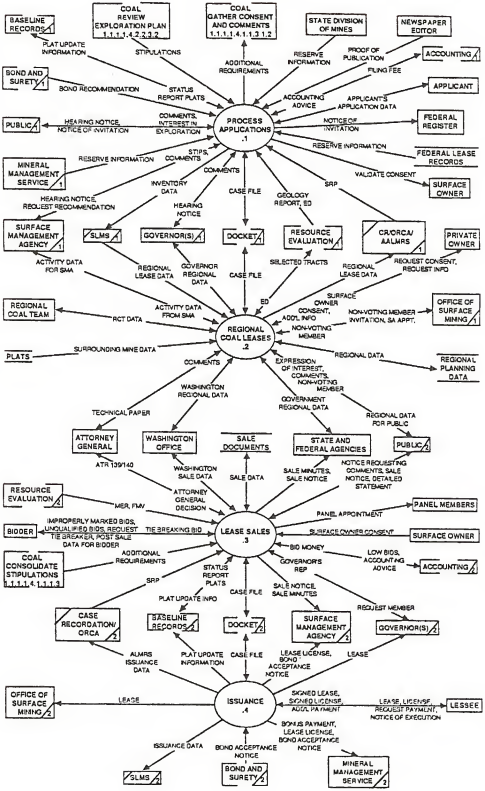
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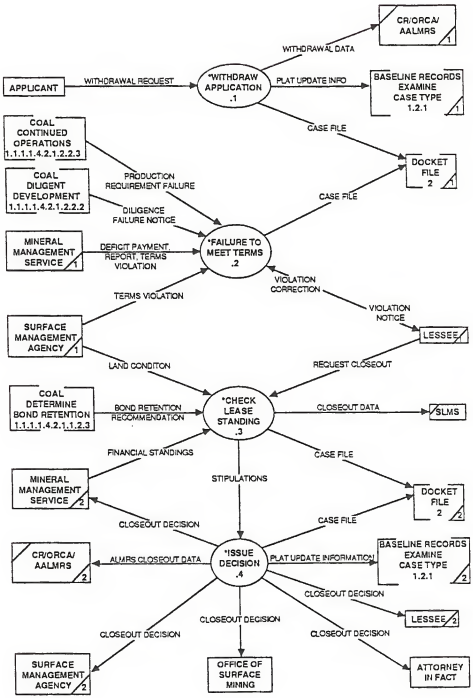

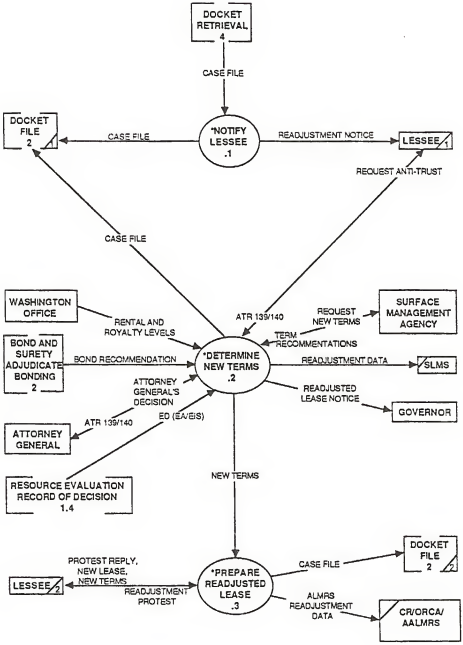
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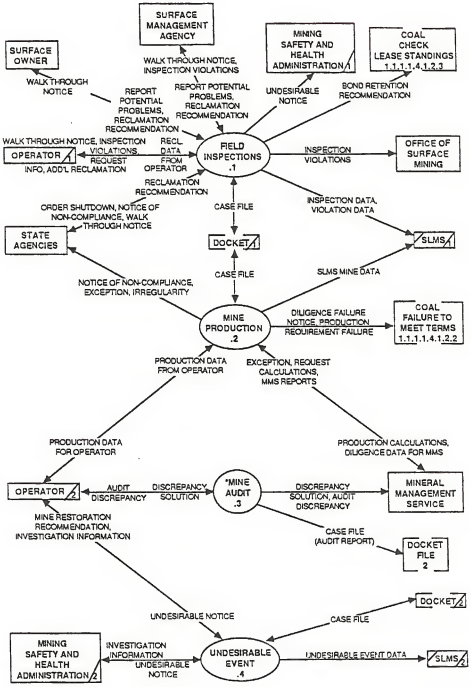
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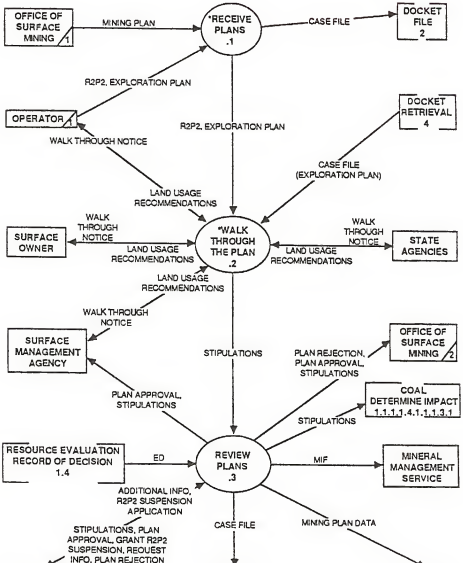

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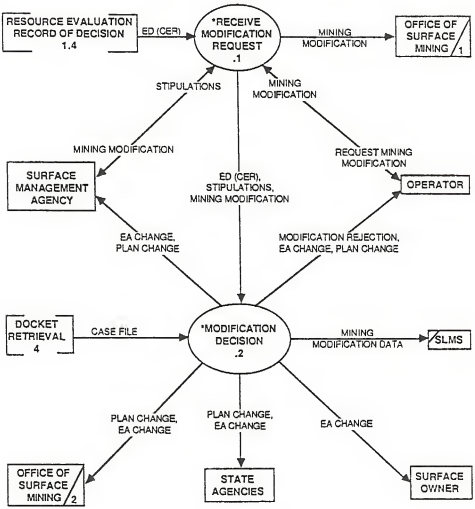

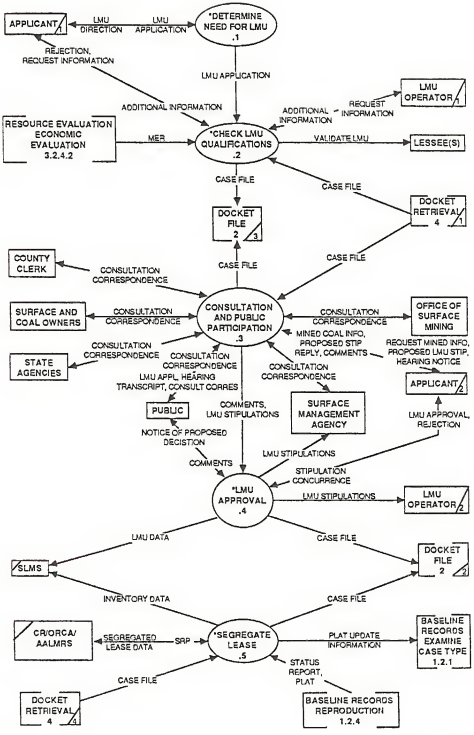
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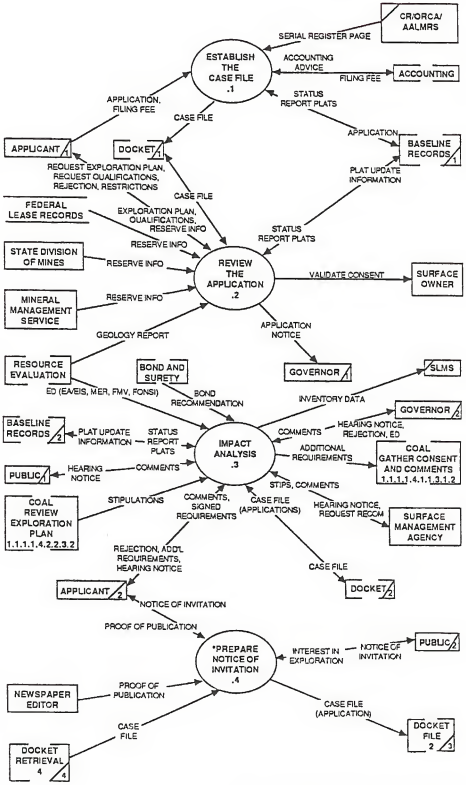
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SLMS
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INVENTORY DATA
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BASELINE RECORDS 2
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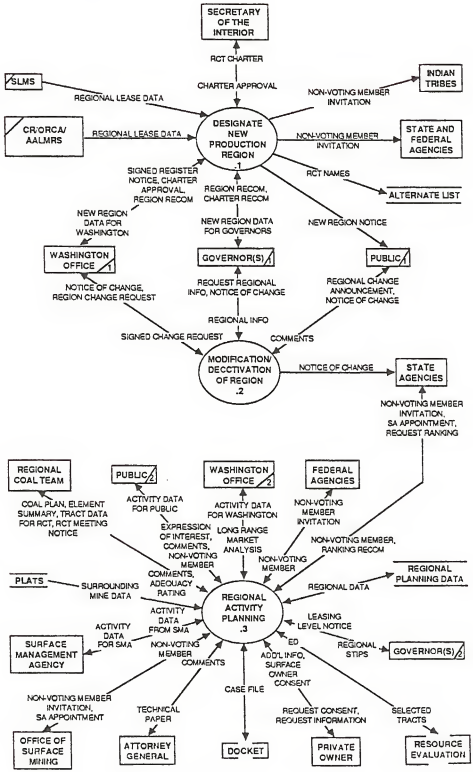
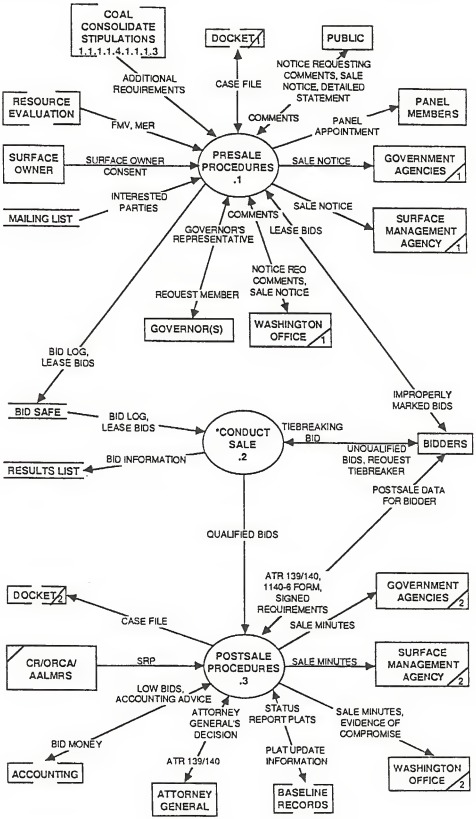
CASE TYPE: COAL
DIAGRAM NAME: REGIONAL COAL LEASES
IDENTIFIER: 1.1.1.1.4.1.1.2

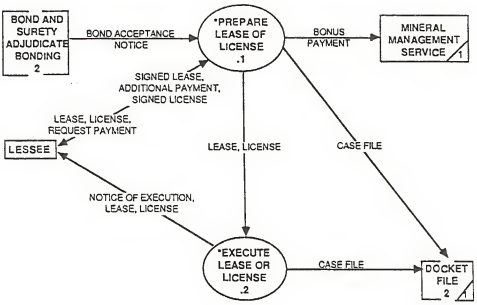
DFD: 13 OF 35
DATE: 5/20/87
LEVEL: 8



CASE TYPE: COAL
DIAGRAM NAME: LEASE SALES
IDENTIFIER: 1.1.1.1.4.1.1.3

DFD: 13 OF 35
DATE: 5/19/87
LEVEL: 6




BOND AND SURETY ADJUDICATE BONDING 2
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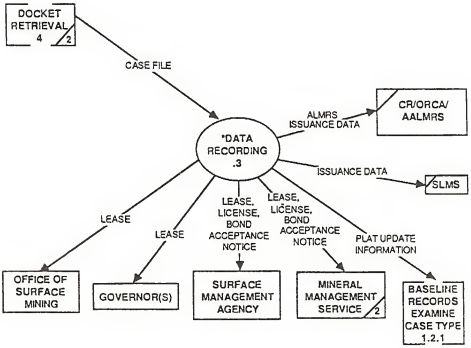
*PREPARE LEASE OF LICENSE .1
BONUS PAYMENT
MINERAL MANAGEMENT SERVICE 1
SIGNED LEASE, ADDITIONAL PAYMENT, SIGNED LICENSE
LEASE, LICENSE, REQUEST PAYMENT
LESSEE
LEASE, LICENSE
CASE FILE
NOTICE OF EXECUTION, LEASE, LICENSE
*EXECUTE LEASE OR LICENSE .2
CASE FILE
DOCKET FILE 2 1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CASE FILE
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CR/ORCA/ AALMRS
*DATA RECORDING .3
ISSUANCE DATA
SLMS
LEASE
LEASE
LEASE, LICENSE, BOND ACCEPTANCE NOTICE
LEASE, LICENSE, BOND ACCEPTANCE NOTICE
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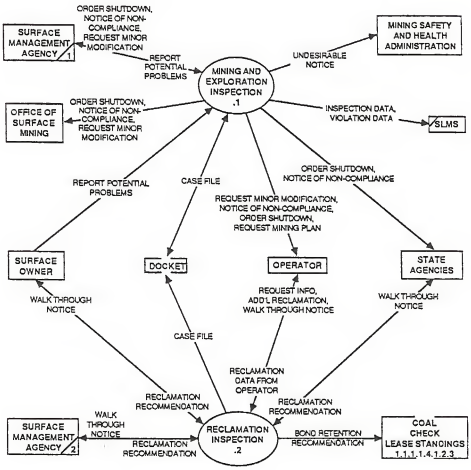
GOVERNOR(S)
SURFACE MANAGEMENT AGENCY
MINERAL MANAGEMENT SERVICE 2
BASELINE RECORDS EXAMINE CASE TYPE 1.2.1


SURFACE MANAGEMENT AGENCY .1
ORDER SHUTDOWN, NOTICE OF NON-COMPLIANCE, REQUEST MINOR MODIFICATION
REPORT POTENTIAL PROBLEMS
MINING AND EXPLORATION INSPECTION .1
UNDESIRABLE NOTICE
MINING SAFETY AND HEALTH ADMINISTRATION
OFFICE OF SURFACE MINING
ORDER SHUTDOWN, NOTICE OF NON-COMPLIANCE, REQUEST MINOR MODIFICATION
INSPECTION DATA, VIOLATION DATA
SLMS
REPORT POTENTIAL PROBLEMS
CASE FILE
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REQUEST MINOR MODIFICATION, NOTICE OF NON-COMPLIANCE, ORDER SHUTDOWN, REQUEST MINING PLAN
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REQUEST INFO, ADD'L RECLAMATION, WALK THROUGH NOTICE
WALK THROUGH NOTICE
CASE FILE
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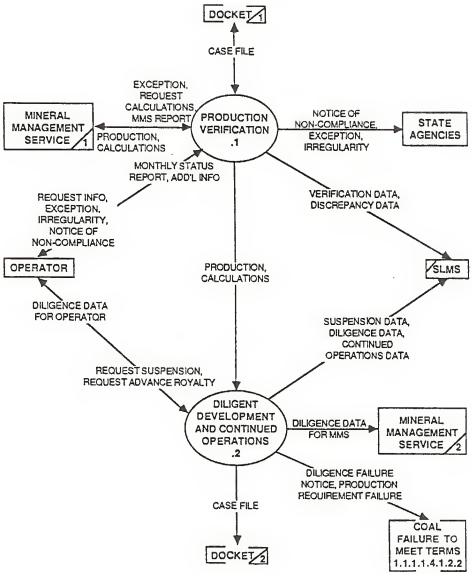
RECLAMATION RECOMMENDATION
RECLAMATION RECOMMENDATION
WALK THROUGH NOTICE
SURFACE MANAGEMENT AGENCY .2
RECLAMATION INSPECTION .2
RECLAMATION RECOMMENDATION
BOND RETENTION RECOMMENDATION
COAL CHECK LEASE STANDINGS 1.1.1.1.4.1.2.3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CASE FILE
EXCEPTION, REQUEST CALCULATIONS, MMS REPORT
MINERAL MANAGEMENT SERVICE 1
PRODUCTION, CALCULATIONS
PRODUCTION VERIFICATION .1
NOTICE OF NON-COMPLIANCE, EXCEPTION, IRREGULARITY
STATE AGENCIES
MONTHLY STATUS REPORT, ADD'L INFO
REQUEST INFO, EXCEPTION, IRREGULARITY, NOTICE OF NON-COMPLIANCE
VERIFICATION DATA, DISCREPANCY DATA
OPERATOR
PRODUCTION, CALCULATIONS
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CASE FILE
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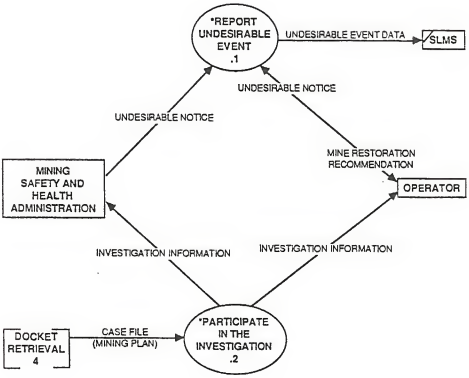
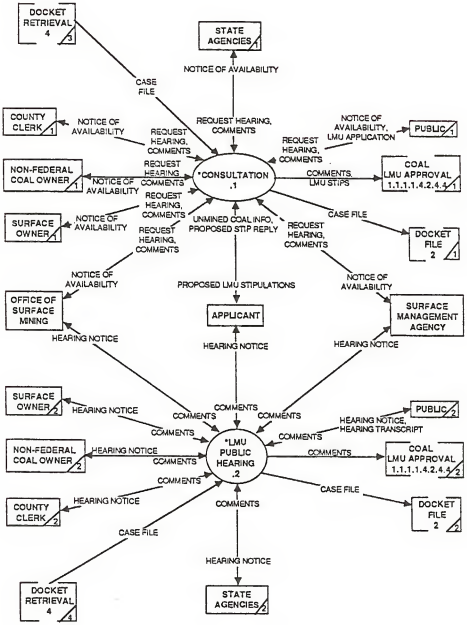

*REPORT UNDESIRABLE EVENT .1
UNDESIRABLE EVENT DATA
SLMS
UNDESIRABLE NOTICE
UNDESIRABLE NOTICE
MINE RESTORATION RECOMMENDATION
MINING SAFETY AND HEALTH ADMINISTRATION
OPERATOR
INVESTIGATION INFORMATION
INVESTIGATION INFORMATION
DOCKET RETRIEVAL 4
CASE FILE (MINING PLAN)
*PARTICIPATE IN THE INVESTIGATION .2


DOCKET RETRIEVAL 4 /3
STATE AGENCIES /1
NOTICE OF AVAILABILITY
CASE FILE
COUNTY CLERK /1
NOTICE OF AVAILABILITY
REQUEST HEARING, COMMENTS
REQUEST HEARING, COMMENTS
NOTICE OF AVAILABILITY, LMU APPLICATION
PUBLIC /1
REQUEST HEARING, COMMENTS
NON-FEDERAL COAL OWNER /1
NOTICE OF AVAILABILITY
REQUEST HEARING, COMMENTS
*CONSULTATION .1
COMMENTS, LMU STIPS
COAL LMU APPROVAL 1.1.1.1.4.2.4.4 /1
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NOTICE OF AVAILABILITY
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APPLICANT
SURFACE MANAGEMENT AGENCY
HEARING NOTICE
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CASE FILE
COUNTY CLERK /2
HEARING NOTICE
COMMENTS
DOCKET FILE 2 /2
CASE FILE
HEARING NOTICE
DOCKET RETRIEVAL 4 /4
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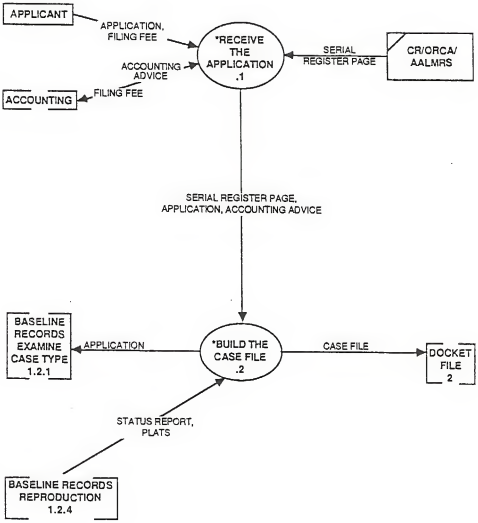
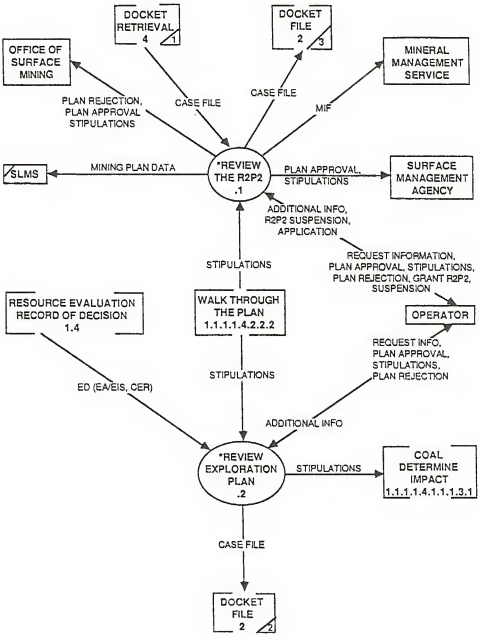
CASE TYPE: COAL
DIAGRAM NAME: ESTABLISH THE CASE FILE
IDENTIFIER: 1.1.1.1.4.1.1.1.1

DFD: 20 OF 35
DATE: 5/13/87
LEVEL: 9




DOCKET RETRIEVAL 4
DOCKET FILE 2
OFFICE OF SURFACE MINING
MINERAL MANAGEMENT SERVICE
PLAN REJECTION, PLAN APPROVAL STIPULATIONS
CASE FILE
CASE FILE
MIF
SLMS
MINING PLAN DATA
*REVIEW THE R2P2 .1
PLAN APPROVAL, STIPULATIONS
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REQUEST INFORMATION, PLAN APPROVAL, STIPULATIONS, PLAN REJECTION, GRANT R2P2, SUSPENSION
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ADDITIONAL INFO
*REVIEW EXPLORATION PLAN .2
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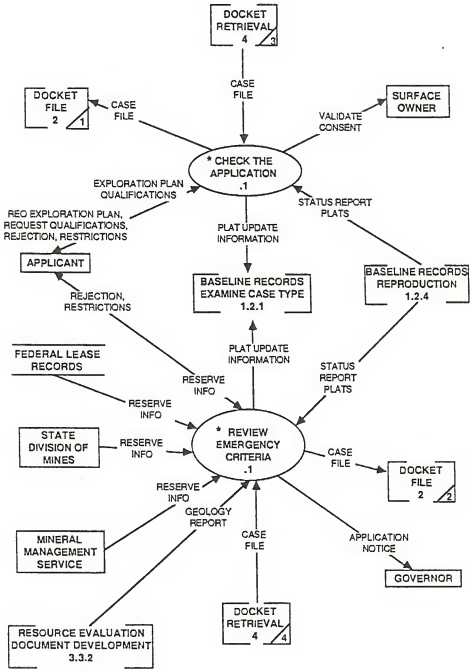
CASE TYPE: COAL
DIAGRAM NAME: REVIEW THE APPLICATION
IDENTIFIER: 1.1.1.1.4.1.1.1.2

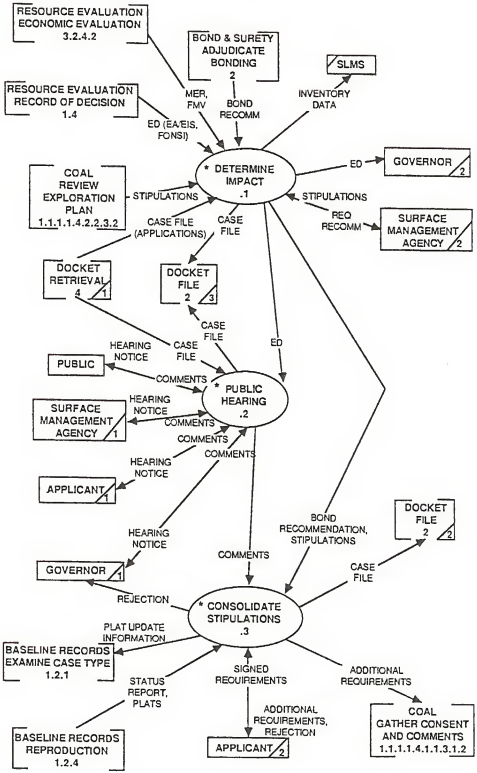
DFD: 21 OF 35
DATE: 5/13/87
LEVEL: 9



REVIEW THE APP (DFD #2/COAL) 11/12/87 TMI

CASE TYPE: COAL
DIAGRAM NAME: IMPACT ANALYSIS
IDENTIFIER: 1.1.1.1.4.1.1.1.3

DFD: 22 OF 35
DATE: 5/13/87
LEVEL: 9



CASE TYPE: COAL
DIAGRAM NAME: DESIGNATE NEW PRODUCTION REGION
IDENTIFIER: 1.1.1.1.4.1.1.2.1

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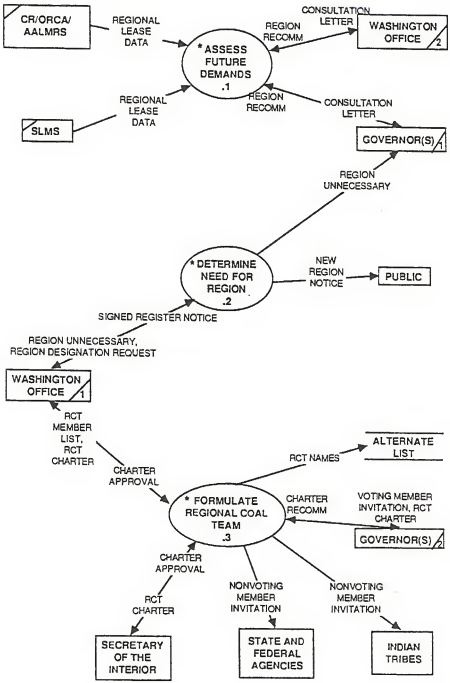
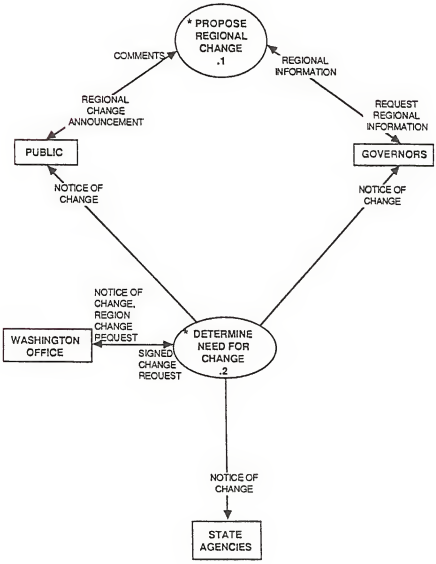
DATE: 5/13/87
LEVEL: 9




* PROPOSE REGIONAL CHANGE .1
COMMENTS
REGIONAL INFORMATION
REGIONAL CHANGE ANNOUNCEMENT
REQUEST REGIONAL INFORMATION
PUBLIC
GOVERNORS
NOTICE OF CHANGE
NOTICE OF CHANGE
NOTICE OF CHANGE, REGION CHANGE REQUEST
WASHINGTON OFFICE
* DETERMINE NEED FOR CHANGE .2
SIGNED CHANGE REQUEST
NOTICE OF CHANGE
STATE AGENCIES

CASE TYPE: COAL
DIAGRAM NAME: REGIONAL ACTIVITY PLANNING
IDENTIFIER: 1.1.1.1.4.1.1.2.3

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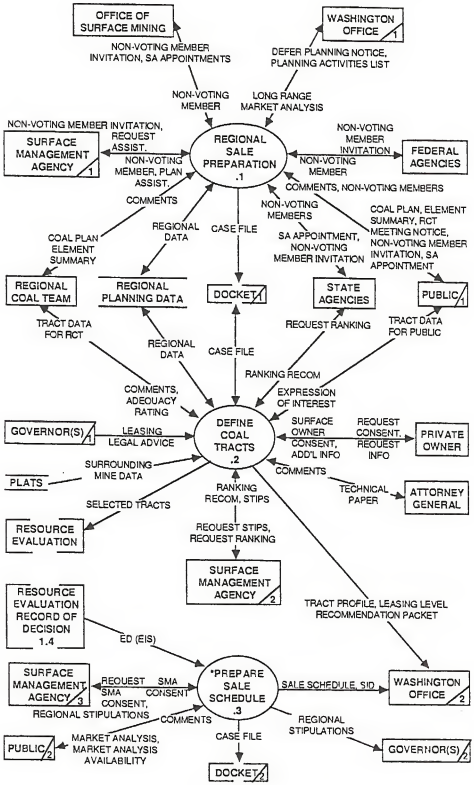
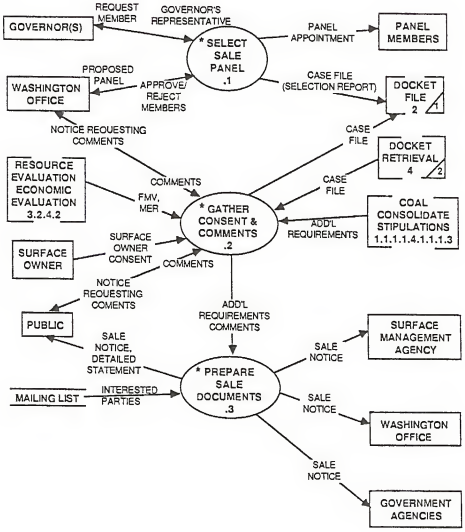
DATE: 5/19/87
LEVEL: 9



REGIONAL ACTIVITY PLANNING (DFD#2/SALES) 11/12/87 MB

CASE TYPE: COAL
DIAGRAM NAME: PRESALE PROCEDURES
IDENTIFIER: 1.1.1.1.4.1.1.3.1

DFD: 26 OF 35
DATE: 5/14/87
LEVEL: 9



CASE TYPE: COAL
DIAGRAM NAME: POSTSALE PROCEDURES
IDENTIFIER: 1.1.1.1.4.1.1.3.3

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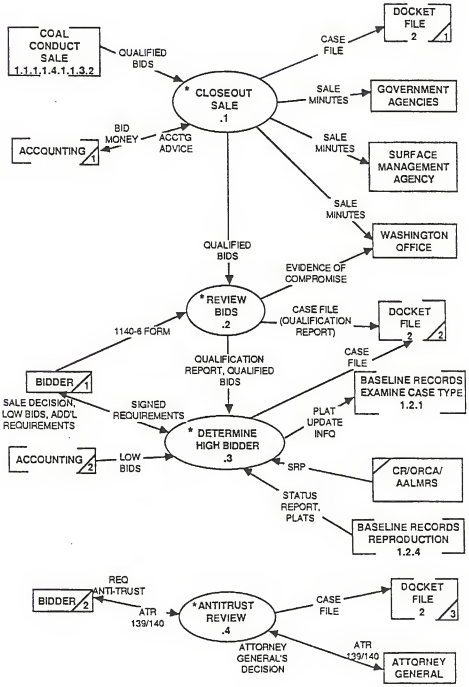
DATE: 5/14/87
LEVEL: 9



CASE TYPE: COAL
DIAGRAM NAME: MINING AND EXPLORATION INSPECTION
IDENTIFIER: 1.1.1.1.4.2.1.1.1

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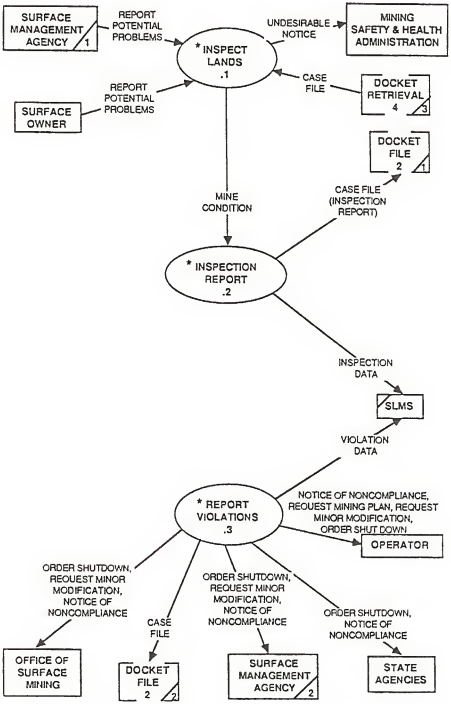
DATE: 5/14/87
LEVEL: 9



CASE TYPE: COAL
DIAGRAM NAME: RECLAMATION INSPECTION
IDENTIFIER: 1.1.1.1.4.2.1.1.2

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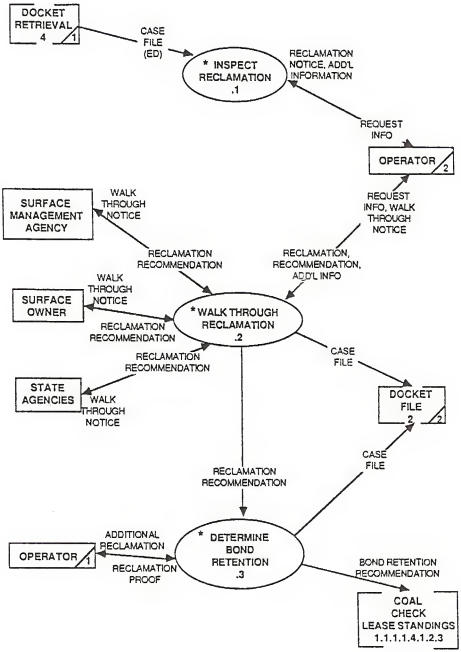
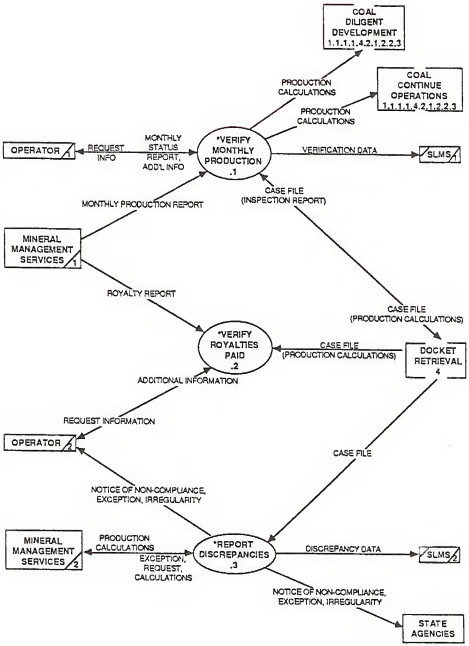
DATE: 5/14/87
LEVEL: 9

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CASE FILE (PRODUCTION CALCULATIONS)
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REQUEST INFORMATION
OPERATOR
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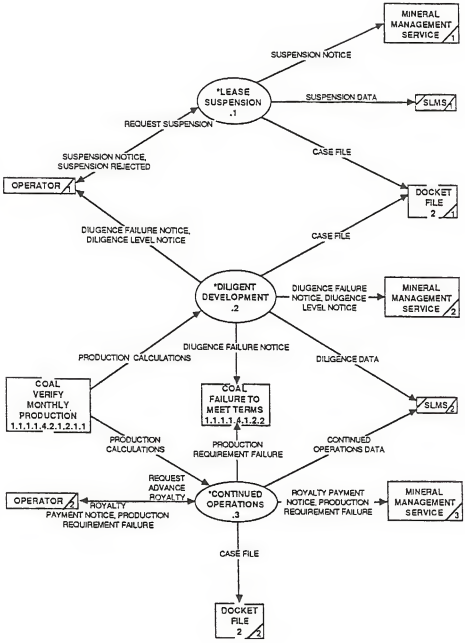
EXCEPTION, REQUEST, CALCULATIONS
*REPORT DISCREPANCIES .3
DISCREPANCY DATA
SLMS
NOTICE OF NON-COMPLIANCE, EXCEPTION, IRREGULARITY
STATE AGENCIES


MINERAL MANAGEMENT SERVICE 1
SUSPENSION NOTICE
*LEASE SUSPENSION .1
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REQUEST SUSPENSION
CASE FILE
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DOCKET FILE 2 1
DILIGENCE FAILURE NOTICE, DILIGENCE LEVEL NOTICE
CASE FILE
*DILIGENT DEVELOPMENT .2
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*CONTINUED OPERATIONS .3
ROYALTY PAYMENT NOTICE, PRODUCTION REQUIREMENT FAILURE
MINERAL MANAGEMENT SERVICE 3
CASE FILE
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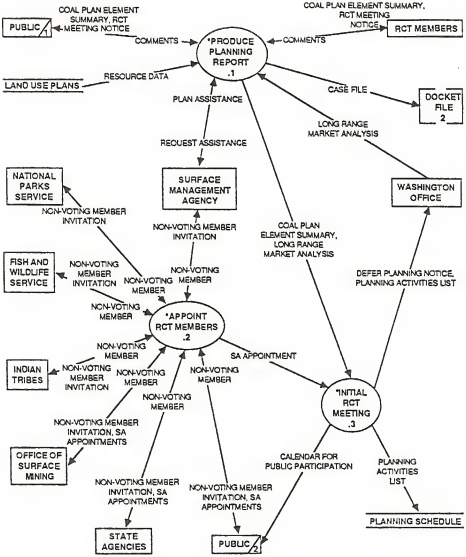
PUBLIC
1
COAL PLAN ELEMENT SUMMARY, RCT MEETING NOTICE
COMMENTS
*PRODUCE PLANNING REPORT .1
COAL PLAN ELEMENT SUMMARY, RCT MEETING NOTICE
COMMENTS
RCT MEMBERS
LAND USE PLANS
RESOURCE DATA
CASE FILE
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LONG RANGE MARKET ANALYSIS
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NATIONAL PARKS SERVICE
SURFACE MANAGEMENT AGENCY
WASHINGTON OFFICE
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NON-VOTING MEMBER INVITATION
COAL PLAN ELEMENT SUMMARY, LONG RANGE MARKET ANALYSIS
FISH AND WILDLIFE SERVICE
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NON-VOTING MEMBER
NON-VOTING MEMBER
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*APPOINT RCT MEMBERS .2
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INDIAN TRIBES
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NON-VOTING MEMBER
*INITIAL RCT MEETING .3
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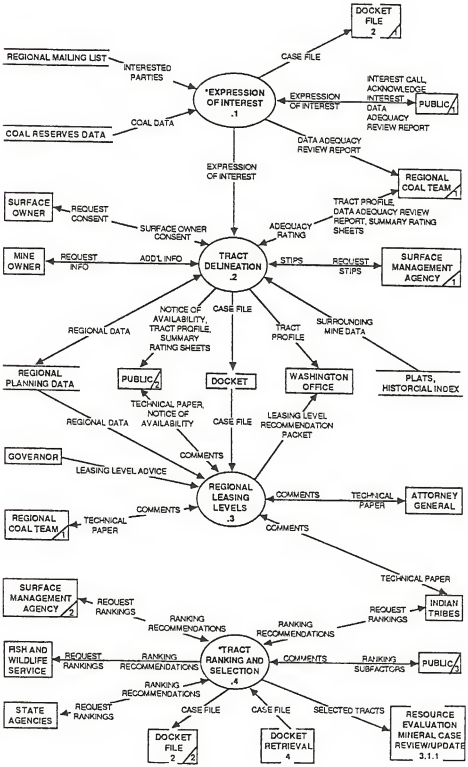
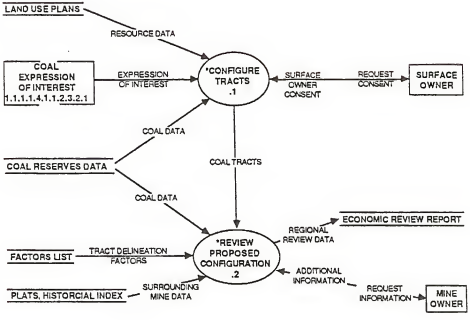
OFFICE OF SURFACE MINING
CALENDAR FOR PUBLIC PARTICIPATION
PLANNING ACTIVITIES LIST
NON-VOTING MEMBER INVITATION, SA APPOINTMENTS
NON-VOTING MEMBER INVITATION, SA APPOINTMENTS
PLANNING SCHEDULE
STATE AGENCIES
PUBLIC
2

CASE TYPE: COAL
DIAGRAM NAME: DEFINE COAL TRACTS
IDENTIFIER: 1.1.1.1.4.1.1.2.3.2

DFD: 33 OF 35
DATE: 5/19/87
LEVEL: 10




LAND USE PLANS
RESOURCE DATA
COAL EXPRESSION OF INTEREST 1.1.1.1.4.1.1.2.3.2.1
EXPRESSION OF INTEREST
*CONFIGURE TRACTS .1
SURFACE OWNER CONSENT
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SURFACE OWNER
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COAL RESERVES DATA
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COAL DATA
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*REVIEW PROPOSED CONFIGURATION .2
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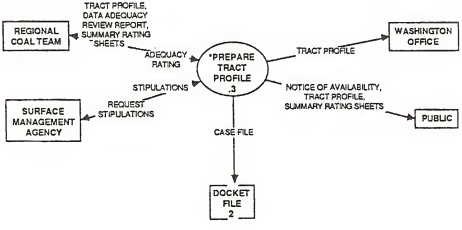
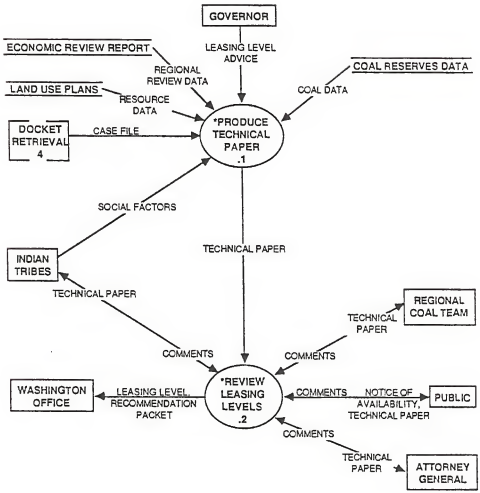
REQUEST INFORMATION
MINE OWNER


TRACT PROFILE, DATA ADEQUACY REVIEW REPORT, SUMMARY RATING SHEETS
REGIONAL COAL TEAM
ADEQUACY RATING
*PREPARE TRACT PROFILE .3
TRACT PROFILE
WASHINGTON OFFICE
STIPULATIONS
NOTICE OF AVAILABILITY, TRACT PROFILE, SUMMARY RATING SHEETS
REQUEST STIPULATIONS
SURFACE MANAGEMENT AGENCY
PUBLIC
CASE FILE
DOCKET FILE 2


GOVERNOR
LEASING LEVEL ADVICE
ECONOMIC REVIEW REPORT
REGIONAL REVIEW DATA
COAL RESERVES DATA
COAL DATA
LAND USE PLANS
RESOURCE DATA
DOCKET RETRIEVAL 4
CASE FILE
*PRODUCE TECHNICAL PAPER .1
SOCIAL FACTORS
TECHNICAL PAPER
INDIAN TRIBES
TECHNICAL PAPER
REGIONAL COAL TEAM
TECHNICAL PAPER
COMMENTS
COMMENTS
WASHINGTON OFFICE
LEASING LEVEL RECOMMENDATION PACKET
*REVIEW LEASING LEVELS .2
COMMENTS
NOTICE OF AVAILABILITY, TECHNICAL PAPER
PUBLIC
COMMENTS
TECHNICAL PAPER
ATTORNEY GENERAL

CHAPTER 3

PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

PROCESS LIST

Identifier	Process Name	Level	DFD	IP
1.1.1.1.4.1	Adjudication	6	2-5	
1.1.1.1.4.1.1.3.3.4	Antitrust Review	10	2-31	4-85
1.1.1.1.4.1.1.2.3.1.2	Appoint RCT Members	11	2-36	4-109
1.1.1.1.4.1.1.2.1.1	Assess Future Demands	10	2-27	4-66
1.1.1.1.4.1.1.1.1.2.	Build the Case File	10	2-24	4-52
1.1.1.1.4.1.2.3	Check Lease Standings	8	2-9	4-6
1.1.1.1.4.2.4.2	Check LMU Qualifications	8	2-14	4-24
1.1.1.1.4.1.1.1.2.1	Check the Application	10	2-25	4-53
1.1.1.1.4.1.1.3.3.1	Close Out Sale	10	2-31	4-81
1.1.1.1.4.1.2	Closeouts	7	2-6	
1.1.1.1.4.1.1.3.2	Conduct Sale	9	2-17	4-31
1.1.1.1.4.1.1.2.3.2.2.1	Configure Tracts	12	2-38	4-1[illegible]
1.1.1.1.4.1.1.1.3.3	Consolidate Stipulations	10	2-26	4-64
1.1.1.1.4.2.4.3.1	Consultation	9	2-23	4-45
1.1.1.1.4.2.4.3	Consultation and Public Participation	8	2-14	
1.1.1.1.4.2.1.2.2.3	Continued Operations	10	2-35	4-105
1.1.1.1.4.1.1.4.3	Data Recording	9	2-18	4-36
1.1.1.1.4.1.1.2.3.2	Define Coal Tracts	10	2-29	
1.1.1.1.4.1.1.2.1	Designate New Production Region	9	2-16	
1.1.1.1.4.2.1.1.2.3	Determine Bond Retention	10	2-33	4-94
1.1.1.1.4.1.1.3.3.3	Determine High Bidder	10	2-31	4-83
1.1.1.1.4.1.1.1.3.1	Determine Impact	10	2-26	4-59

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.4.1.1.2.2.2	Determine Need for Change	10	2-28	4-71
1.1.1.1.4.2.4.1	Determine Need for LMU	8	2-14	4-23
1.1.1.1.4.1.1.2.1.2	Determine Need for Region	10	2-27	4-67
1.1.1.1.4.1.3.2	Determine New Terms	8	2-10	4-11
1.1.1.1.4.2.1.2.2.2	Diligent Development	10	2-35	4-103
1.1.1.1.4.2.1.2.2	Diligent Development & Continued Ops	9	2-20	
1.1.1.1.4.1.1.1.1	Establish the Case File	9	2-15	
1.1.1.1.4.1.1.4.2	Execute Lease or License	9	2-18	4-35
1.1.1.1.4.1.1.2.3.2.1	Expression of Interest	11	2-37	4-113
1.1.1.1.4.1.2.2	Failure to Meet Terms	8	2-9	4-4
1.1.1.1.4.2.1.1	Field Inspections	8	2-11	
1.1.1.1.4.1.1.2.1.3	Formulate Regional Coal Team	10	2-27	4-68
1.1.1.1.4.1.1.3.1.2	Gather Consent and Comments	10	2-30	4-76
1.1.1.1.4.2.5	Gather Exploration Data	7	2-7	4-2
1.1.1.1.4.1.1.1.3	Impact Analysis	9	2-15	
1.1.1.1.4.1.1.2.3.1	Initial RCT Meeting	10	2-36	4-111
1.1.1.1.4.2.1.1.1.1	Inspect Lands	10	2-32	4-86
1.1.1.1.4.2.1.1.2.1	Inspect Reclamation	10	2-33	4-91
1.1.1.1.4.2.1.1.1.2	Inspection Report	10	2-32	4-88
1.1.1.1.4.2.1	Inspection and Enforcement	7	2-7	
1.1.1.1.4.1.1.4	Issuance	8	2-8	
1.1.1.1.4.1.2.4	Issue Decision	8	2-9	4-8
1.1.1.1.4.1.1.3	Lease Sales	8	2-8	

PROCESS LIST

Identifier	Process Name	Level	DFD	I
1.1.1.1.4.2.1.2.2.1	Lease Suspension	10	2-35	4-101
1.1.1.1.4.2.4.4	LMU Approval	8	2-14	4-26
1.1.1.1.4.2.4.3.2	LMU Public Hearing	9	2-23	4-48
1.1.1.1.4.2.4	Logical Mining Units	7	2-7	
1.1.1.1.4.2.1.3	Mine Audit	8	2-11	4-16
1.1.1.1.4.2.1.2	Mine Production	8	2-11	
1.1.1.1.4.2.1.1.1	Mining and Exploration Inspection	9	2-19	
1.1.1.1.4.2.2	Mining and Exploration Plans	7	2-7	
1.1.1.1.4.1.1.2.2	Modification/Deactivation of Regions	9	2-16	
1.1.1.1.4.2.3.2	Modification Decision	8	2-13	4-21
1.1.1.1.4.3.2	Modify Mining Methods	7	2-7	
1.1.1.1.4.1.3.1	Notify Lessee	8	2-10	4-
1.1.1.1.4.2	Operations	6	2-5	
1.1.1.1.4.2.1.4.2	Participate in the Investigation	9	2-21	4-39
1.1.1.1.4.1.1.3.3	Post Sale Procedures	9	2-17	
1.1.1.1.4.1.1.4.1	Prepare Lease or License	9	2-18	4-33
1.1.1.1.4.1.1.1.4	Prepare Notice of Invitation	9	2-15	4-29
1.1.1.1.4.1.3.3	Prepare Readjusted Lease	8	2-10	4-14
1.1.1.1.4.1.1.3.1.3	Prepare Sale Documents	10	2-30	4-78
1.1.1.1.4.1.1.2.3.3	Prepare Sale Schedule	10	2-29	4-72
1.1.1.1.4.1.1.2.3.2.2.3	Prepare Tract Profile	12	2-38	4-122
1.1.1.1.4.1.1.3.1	Presale Procedures	9	2-17	

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.4.1.1.1	Process Applications	8	2-8	
1.1.1.1.4.1.1	Process Lease or License Request	7	2-6	
1.1.1.1.4.1.1.2.3.1.1	Produce Planning Reports	11	2-36	4-107
1.1.1.1.4.1.1.2.3.2.3.1	Produce Technical Paper	12	2-39	4-124
1.1.1.1.4.2.1.2.1	Production Verification	9	2-20	
1.1.1.1.4.1.1.2.2.1	Propose Regional Change	10	2-28	4-70
1.1.1.1.4.1.1.1.3.2	Public Hearing	10	2-26	4-62
1.1.1.1.4.1.3	Readjust Lease	7	2-6	
1.1.1.1.4.1.1.3.1.4	Receive Bids	10	2-30	4-80
1.1.1.1.4.2.3.1	Receive Modification Request	8	2-13	4-19
1.1.1.1.4.2.2.1	Receive Plans	8	2-12	4-17
1.1.1.1.4.1.1.1.1.1	Receive the Application	10	2-24	4-50
1.1.1.1.4.2.1.1.2	Reclamation Inspection	9	2-19	
1.1.1.1.4.1.1.2.3	Regional Activity Planning	9	2-16	
1.1.1.1.4.1.1.2	Regional Coal Leases	8	2-8	
1.1.1.1.4.1.1.2.3.2.3	Regional Leasing Levels	11	2-37	
1.1.1.1.4.1.1.2.3.1	Regional Sale Preparation	10	2-29	
1.1.1.1.4.2.1.2.1.3	Report Discrepancies	10	2-34	4-99
1.1.1.1.4.2.1.4.1	Report Undesirable Event	9	2-21	4-38
1.1.1.1.4.2.1.1.1.3	Report Violations	10	2-32	4-89
1.1.1.1.4.1.1.3.3.2	Review Bids	10	2-31	4-82
1.1.1.1.4.1.1.1.2.2	Review Emergency Criteria	10	2-25	4-56
1.1.1.1.4.2.2.3.2	Review Exploration Plan	9	2-22	4-43

PROCESS LIST

Identifier	Process Name	Level	DFD	IPC
1.1.1.1.4.1.1.2.3.2.3.2	Review Leasing Levels	12	2-39	4-126
1.1.1.1.4.2.2.3	Review Plans	8	2-12	
1.1.1.1.4.1.1.2.3.2.2.2	Review Proposed Configuration	12	2-38	4-119
1.1.1.1.4.1.1.1.2	Review the Application	9	2-15	
1.1.1.1.4.2.2.3.1	Review the R2P2	9	2-22	4-40
1.1.1.1.4.2.4.5	Segregate Lease	8	2-14	4-28
1.1.1.1.4.1.1.3.1.1	Select Sale Panel	10	2-30	4-74
1.1.1.1.4.1.1.2.3.2.2	Tract Delineation	11	2-37	
1.1.1.1.4.1.1.2.3.2.4	Tract Ranking and Selection	11	2-37	4-115
1.1.1.1.4.2.1.4	Undesirable Event	8	2-11	
1.1.1.1.4.2.1.2.1.1	Verify Monthly Production	10	2-34	4-96
1.1.1.1.4.2.1.2.1.2	Verify Royalties Paid	10	2-34	4-9[illegible]
1.1.1.1.4.2.1.1.2.2	Walk Through Reclamation	10	2-33	4-92
1.1.1.1.4.2.2.2	Walk Through the Plan	8	2-12	4-18
1.1.1.1.4.1.2.1	Withdraw Application	8	2-9	4-3

CHAPTER 4

INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

Process Name: Gather Exploration Data

Identifier: 1.1.1.1.4.2.5

Parent Process Name: Operations

Description: An operator of an Exploration License is required to send any data gathered during exploration to the BLM. The data is stored in a Case File at the appropriate BLM office for the specific license. The gathered information is used by the BLM to determine if the explored lands have valuable, minable coal deposits.

States may maintain two case files for coal leases. The "official" case file is maintained at the State Office while a District Office may have their own. Both files use the same serial number. The State file has all terms, record title of leases, and charges; while the District file contains exploration and mining plans, product verification reports, and other operations actions. In this study, no distinction is made between the two case files.

Policies/Procedures: None.

Constraints: The information sent by the operator is confidential.

Input	Process	Output
Exploration Data	The operator of an Exploration License is required to send all the data gathered during exploration to the BLM.	
	The BLM stores the data in the Case File for the particular license. The data is confidential.	Case File

Process Name: Withdraw Application

Identifier: 1.1.1.1.4.1.2.1

Parent Process Name: Closeouts

Description: At any time before the lease or license is issued, the applicant can request that part or all of it be withdrawn. The land description is removed from the Plats, but not the Historical Index; and the ORCA/ALMRS system is updated.

Policies/Procedures: The BLM automatically accepts an Application Withdrawal, and it becomes effective immediately.

Constraints: None.

Input	Process	Output
Withdrawal Request	The applicant notifies the adjudicator that part or all of the application is to be withdrawn.	
	The Records/Titles department removes the land description from the Plats.	Plat Update Information
	The withdrawal is logged into the ALMRS/ORCA case recordation system.	Withdrawal Data
	The Withdrawal Request is stored in the Case File. The Case File is closed out.	Case File

Process Name: Failure to Meet Terms

Identifier: 1.1.1.1.4.1.2.2

Parent Process Name: Closeouts

Description: Failure to meet the terms of a lease or license results in the BLM issuing either a cancellation, or a termination. Terminations of leases deal with failure to meet diligent development or continued operations, while noncompliance with other terms is grounds for cancellations.

The BLM can be notified about a violation by the Mineral Management Service (MMS), by the Surface Management Agency (SMA), or when the District or Resource Area offices perform a field inspection.

Policies/Procedures: The BLM usually notifies the lessee about the violation and allows him/her 30 days to correct the problem. If the lessee does not make the necessary corrections, the BLM cancels the lease through court action.

Constraints: None.

Input	Process	Output
Terms Violation	The BLM is notified about a violation by either MMS, the Surface Management Agency (SMA), or by performing a field inspection.	
Deficit Payment Report	MMS sends the BLM a monthly report indicating any lessees that are delinquent in their payments. Note, MMS cannot closeout a lease.	
Production Requirement Failure	The district office tracks continued operations for the federal coal mines. If the operator fails to meet the operations requirement the lease is cancelled through court action.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Diligence Failure Notice	The district office tracks diligent development for the federal coal mines. If the operator fails to meet the diligence requirement the lease is terminated.	
Violation Correction	The BLM sends a Violation Notice to the lessee stating the problem and asking them to fix it within 30 days. If the lessee concurs, he/she sends the BLM a letter explaining how the violation is to be corrected.	Violation Notice
	Any letters or memos stating a Terms Violation, the Violation Notice, and the lesses response, along with any correspondence between the BLM district and state offices, are stored in Case File.	Case File

Process Name: Check Lease Standings

Identifier: 1.1.1.1.4.1.2.3

Parent Process Name: Closeouts

Description: In all closeout cases (Cancellations, Terminations, Relinquishments) the lease or license is checked to determine whether it is in good standing. The condition of the land is checked by the District and/or Resource Area office and optionally the Surface Management Agency (SMA). The Mineral Management Service (MMS) is contacted to determine if the lease is in good financial standing.

The Office of Surface Mining holds a bond for reclamation. Therefore, BLM's bond covers rental, royalties, and other terms of the lease. If the District has any reason for retaining the lease bond, it should not recommend the acceptance of the relinquishment.

Policies/Procedures: A relinquishment is a lessee initiated process. The lessee sends a letter to the BLM stating that he/she wants to relinquish part or all of the lease.

Constraints: None.

Input	Process	Output
Request Closeout	The lessee sends a letter to the BLM stating that he/she wishes to relinquish part or all of the specified lease.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Bond Retention Recommendation	For all types of closeout, except for an application withdrawal, the status of the lease or license must be checked. The BLM can perform an inspection to determine the condition of the lands and the resources being mined. The BLM must determine if the bond should be retained.	
Land Condition	If the lands are controlled by someone other than the BLM the SMA is contacted and asked to submit a report concerning the condition of the land and the amount of bond that should be retained, if any.	
Financial Standings	MMS is contacted requesting the financial condition of the lease.	
	All stipulations/recommendations/restrictions are sent to the adjudicator at the state office.	Stipulations
	Information concerning the type of closeout is stored in the SLMS inventory database.	Closeout Data
	All recommendations from the SMA and BLM offices, the MMS information concerning the state of the lease, the bond retention recommendation and the lease relinquishment request are stored in the Case File.	Case File

Process Name: Issue Decision

Identifier: 1.1.1.1.4.1.2.4

Parent Process Name: Closeouts

Description: Once the condition of the lease is determined the adjudicator can issue the decision. The decision states what must be done before the BLM will accept the closeout and how much of the bond will be retained. Finally, after the bond has been released, the Plats are updated, removing the leased areas.

Policies/Procedures: The BLM always accepts a lease relinquishment.

Constraints: None.

Input	Process	Output
Stipulations	The adjudicator gathers the recommendations made by the BLM offices and the SMA. The recommendations are consolidated into the final decision document.	
	The decision on the closeout is written and sent to the lessee, Minerals Management Service (MMS), the Surface Management Agency (SMA), the Office of Surface Mining (OSM) and the Attorney in Fact for the bond company.	Closeout Decision
	The Records (Titles) department is contacted and the lease is removed from the Use Plats. The information is still retained on the Historical Index.	Plat Update Information
	The closeout is also noted in the ALMRS/ORCA system.	ALMRS Closeout Data

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	A copy of the Closeout Decision is stored in the Case File.	Case File

Process Name: Notify Lessee

Identifier: 1.1.1.1.4.1.3.1

Parent Process Name: Readjust Lease

Description: Up to 2 years before the readjustment date the adjudicator sends a notice to the lessee notifying him/her that the lease is up for readjustment. The rental, royalty, bond, and terms of the lease can all be readjusted.

Policies/Procedures: All leases issued prior to August 4, 1976, shall be subject to readjustment at the end of the current 20-year period and at the end of each 10-year period thereafter. All leases issued after August 4, 1976 shall be subject to readjustment at the end of the first 20-year period and, if the lease is extended, each 10-year period thereafter (readjustments which are waived are readjusted in 10 years).

Constraints: If the authorized officer fails to transmit the notice of the proposed readjustment of terms and conditions prior to the expiration of the 20-year period, the right to readjust the lease is waived until the next readjustment due date.

Input	Process	Output
Case File	The case file for the current lease is retrieved from docket, and the information is used to determine when the readjustment period ends. The information in the file is needed to produce the Readjustment Notice.	
	A written notice is sent to the lessee indicating that the lease is in the process of being readjusted.	Readjustment Notice
	A copy of the Readjustment Notice is stored in the Case File.	Case File

Process Name: Determine New Terms

Identifier: 1.1.1.1.4.1.3.2

Parent Process Name: Readjust Lease

Description: Starting about one year before the readjustment deadline, the adjudicator requests the Mining Regulations Section and the District and Resource Area offices to make any recommendations concerning the rental, royalty, bond, and terms of the lease. If the surface is controlled by someone other than the BLM, they are contacted requesting recommendations. An Environmental Assessment is also produced to determine what stipulations, if any, are necessary.

Coal lease readjustments are subject to an antitrust review. Information concerning the lessee's federal lease holdings are sent to the Attorney General who has 30 days to determine if the existence of the lease would create or maintain a situation inconsistent with the antitrust laws.

Policies/Procedures: The rental and royalty rates for all the commodities are set by the Washington office. The BLM always adjusts the rates to the specified Washington levels.

Constraints: None.

Input	Process	Output
Rental & Royalty Levels	The Washington office sets the rental and royalty rates for coal leases. The BLM simply readjusts the rates to the current levels.	
ED (EA/EIS)	To determine land usage and current environmental impacts, the Resource Area might create an EA/EIS. Recommendations on any terms would be included in the EA/EIS. (Categorical Exclusion Report is usually adequate for most adjustments.)	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Term Recommendations	If the lands are controlled by someone other than the BLM the adjudicator sends a written notice to the SMA requesting any readjustment stipulations that should be considered. If the lands are controlled by an SMA, they take the place of the district office in submitting readjustment stipulations.	Request New Terms
Bond Recommendation	The BLM determines if the current bond covers any new terms. The bond must cover rental and royalty fees for a set period of time and therefore might need to be readjusted.	
ATR 139/140	A coal lease readjustment may be reviewed by the Attorney General to determine if the existence of the lease violates any antitrust laws. The BLM requests that the lessee submit lease holdings information needed for the antitrust review, if requested by the Department of Justice.	Request Antitrust
Attorney General's Decision	The information submitted by the lessee is sent to the Attorney General for review. The Attorney General has 30 days to review the data and determine if a discrepancy exists. The Attorney General can either recommend that the lease not be readjusted and/or cancelled, or he/she can comply with the new terms.	ATR 139/140

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The governors of any affected states are notified concerning the readjustment before the new lease is issued.	Readjusted Lease Notice
	SLMS tracks readjustments for all coal leases, in the Readjustment database.	Readjustment Data
	The copy of the notice requesting readjustment terms sent to the SMA, all recommendations, any antitrust data, the EA/EIS along with any correspondence between the BLM and the Attorney General, are stored in the Case File.	Case File
	The new terms are sent to the adjudicator and included in the Readjusted Lease.	New Terms

Process Name: Prepare Readjusted Lease

Identifier: 1.1.1.1.4.1.3.3

Parent Process Name: Readjust Lease

Description: The recommendations from the Mining Regulation Section, the District and Resource Area offices and the Surface Management Agency (SMA) are used to produce the new Readjusted Lease and the Notice of Readjusted Terms. The adjudicator sends a copy of the terms to the lessee. The lessee can either comply to the terms, relinquish the lease, or protest the readjustment.

Policies/Procedures: Standing policy for protests is to reject the lessee's complaint if protesting application of existing law and regulations. If the lessee still does not agree with the readjustment, he/she can file an appeal.

Constraints: The lessee has 60 days to file a protest. The BLM schedule for readjustments allows for a protest and reply period.

Input	Process	Output
New Terms	The terms from the different offices and the SMA are consolidated and written into the new lease. The new lease and the terms are sent to the lessee.	New Lease New Terms
Readjustment Protest	If the lessee does not agree with the readjustment terms he/she has 60 days to file a written protest with the BLM.	
	The standard reply to the protest is to reject the lessee complaints and allow the lessee to appeal to IBLA.	Protest Reply

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The readjustment data is entered into the ALMRS/ORCA system.	ALMRS Readjustment Data
	The current lease Case File is updated with the new lease and the readjustment terms, along with any protest notice and reply.	Case File

Process Name: Mine Audit

Identifier: 1.1.1.1.4.2.1.3

Parent Process Name: Inspection & Enforcement

Description: Once a year the BLM audits the mining system for all federal leases to assure that the minerals are processed correctly. The mining system consists of the equipment used to mine, transport, weigh and refine the coal. The authorized officer notes when the scales were certified, inspects the conveyer belt system and wash plant and generally determines if the mining operation is running properly. An audit report is filed as part of one of the quarterly inspection reports. If any discrepancies are determined the BLM notifies the Mineral Management Service (MMS).

Policies/Procedures: The BLM is required to audit the mining system at least once a year.

Constraints: None.

Input	Process	Output
	The BLM inspector audits the mining system yearly to determine that the coal is being mined in an efficient and resourceful manner.	
	An audit report is created and sent to the state and district office. A copy of the report is stored in the Case File.	Case File (Audit Report)
Discrepancy Solution	If the audit uncovers any discrepancies with the mining system the BLM and the operator determine if any royalty payments need to be adjusted. The BLM contacts MMS indicating the discrepancy and the solution.	Audit Discrepancy Discrepancy Solution

Process Name: Receive Plans

Identifier: 1.1.1.1.4.2.2.1

Parent Process Name: Mining and Exploration Plans

Description: Exploration Plans and the Resource Recovery and Protection Plans (R2P2) must be reviewed by the BLM. The R2P2 is part of the Mining Plan. The Mining Plan is submitted to the Office of Surface Mining (OSM) by the operator. Once reviewed by OSM the entire plan is sent to the BLM. The operator is required to send the R2P2 to the BLM office within 3 years of being awarded the lease. To meet this requirement the operator can either submit the entire Mine Plan to OSM or just the R2P2 to the BLM.

Policies/Procedures: The Exploration Plan submitted in this process is for exploration on a lease area, not for an Exploration License application. The plan for an application is submitted with the application or sent to the adjudicator upon request.

Constraints: The operator must submit a Mining Plan before mining can begin on a BLM lease.

Input	Process	Output
Mining Plan	The entire Mining Plan is sent to the BLM from the Office of Surface Mining (OSM). The Mining Plan contains the R2P2.	
Exploration Plan R2P2	Exploration Plans used on leased areas and the R2P2 are sent to the BLM office for review and approval.	
	The plans are stored in the Case File for the specific lease or license.	Case File
	The Exploration Plan and the R2P2 are used during the walk through.	Exploration Plan R2P2

Process Name: Walk Through the Plan

Identifier: 1.1.1.1.4.2.2.2

Parent Process Name: Mining and Exploration Plans

Description: The BLM conducts a field inspection of the lands designated in the Exploration Plan or the Resource Recovery and Protection Plan (R2P2). If the surface is owned by a valid surface owner or controlled by a Surface Management Agency they are contacted and asked to participate. Any state agencies interested in the activity are also contacted.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File (Exploration Plan) R2P2	The Exploration Plan for an Exploration License application is sent to the BLM adjudicator with the application, and therefore is stored in the Case File. Plans for already leased lands are sent by the lease operator. The plans are used in the walk through.	
Land Usage Recommendations	The BLM notifies the operator, the surface owner, the Surface Management Agency, and any interested State Agencies asking them to participate in the walk through. The agencies that help with the walk through make land usage recommendations.	Walk Through Notice
	The recommendations from the personnel participating in the walk through are consolidated into stipulations. These stipulations are used to review the plans.	Stipulations

Process Name: Receive Modification Request

Identifier: 1.1.1.1.4.2.3.1

Parent Process Name: Modify Mining Methods

Description: A modification to either the Environmental Assessment or the Mining Plan must be approved by the BLM and if the lands are controlled by another agency, the Surface Management Agency. The modification can either be initiated by the mine operator or requested by the BLM.

Policies/Procedures: None.

Constraints: Modifications can be only for changes in mining methods or to the Environmental Assessment. Modifications to the land description (adding additional lands) must be done through a lease modification.

Input	Process	Output
	The BLM can request that the mine operator submit a Mining Modification. This usually happens after a field inspection.	Request Mining Modification
Mining Modification	A modification to the mining plan is made by the mine operator.	
	If the mining modification involves the addition of lands to the mining plan, the request is sent to the Office of Surface Mining. The BLM only handles minor modifications of the mining plan.	Mining Modification

Input	Process	Output
ED (CER)	If the modification changes the area within the lease that is to be mined, the District or Resource Area office might decide to perform a Categorical Exclusion Review. If the lease is on lands controlled by an agency other than the the Surface Management Agency BLM (SMA) would perform the CER.	
Stipulations	For a Mining Plan modification or an EA change that does not require a CER, or lands not controlled by the BLM, a copy of the Mining Modification is sent to the SMA. The agency can submit stipulation for consideration.	Mining Modification
	Once all the needed information is gathered, the Authorized officer determines if the modification should be accepted.	ED (CER) Stipulations Mining Modification

Process Name: Modification Decision

Identifier: 1.1.1.1.4.2.3.2

Parent Process Name: Modify Mining Methods

Description: Once the modification is received, and any necessary information is gathered, the Authorized officer determines if the request should be granted. The SLMS database tracks mining modifications.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ED (CER) Stipulations Mining Modifications	The CER, Stipulations and the Mining Modification are gathered and the Authorized officer decides if the request should be accepted.	
	If it is determined that the Mining Modification should be rejected the operator is notified.	Modification Rejection
	If the Authorized officer decides to accept the Mining Modification the change to either the EA or the mining plan is sent to the operator, the Office of Surface Mining, and optionally to the Surface Management Agency, the Surface Owner and any interested State Agencies.	EA Change Plan Change
	The SLMS Mine Plan database tracks the number of Mining Modifications performed in the fiscal year.	Mining Modification Data

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	The Case File for the lease is updated with the Mining Modification and the EA or Plan Change.	Case File

Process Name: Determine Need for LMU

Identifier: 1.1.1.1.4.2.4.1

Parent Process Name: Logical Mining Units

Description: The Logical Mining Unit (LMU) process is usually initiated by the applicant, although the authorized officer has discretion to order the formation of a Logical Mining Unit. An LMU may be enlarged by the addition of other federal, or non-federal coal lease, or by the modification of a federal coal lease that is already part of the LMU. An LMU may be decreased by lease relinquishments, assignments, designating lands as unminable, or by segregating a lease within an LMU.

Policies/Procedures: It is not the policy of the BLM to order the formation of an LMU. Such an order would only be given when maximum economic recovery of the coal deposits would be increased.

Constraints: None.

Input	Process	Output
LMU Application	An applicant sends an LMU application to the BLM district office. The application can be for a new Logical Mining Unit or for a LMU modification.	
	The BLM can direct an applicant to form a Logical Mining Unit. It is not the policy of the BLM to order the formation of a Logical Mining Unit, however, it can be ordered to increase the maximum economic recovery of the coal.	LMU Direction
	Once the BLM or the applicant have determine the need for the Logical Mining Unit, and the applicant has submitted the application, the authorized officer checks the qualifications.	LMU Application

Process Name: Check LMU Qualifications

Identifier: 1.1.1.1.4.2.4.2

Parent Process Name: Logical Mining Units

Description: The application for the Logical Mining Unit is reviewed by the BLM to determine if approval would be in their best interest. A Maximum Economic Recovery report (MER) is produced for the LMU. The BLM can check with the lessees of the leases that are to be included in the LMU to validate their participation. Additional information can be gathered from the LMU operator and the applicant.

Policies/Procedures: An LMU can be made up of federal coal leases that are owned by different lessees. The requirements state that an LMU must be mined by one operator and must be made up of contiguous leases. The leases do not have to be owned by the same lessee.

Constraints: None.

Input	Process	Output
LMU Application	The authorized officer reviews the application to determine if it meets all the required criteria.	
MER	A Maximum Economic Recovery report is created for the LMU. The report determines if the formation of the LMU would increase the recovery of the coal and states how much coal can be expected from the LMU.	
	The authorized officer might contact the lessee(s) owning the federal coal leases to verify that they have consented to the formation of the LMU.	Validate LMU

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Additional Information	Any additional information needed by the authorized officer can be gathered from either the applicant or the potential LMU operator.	Request Information
	If it is determined that the LMU should not be approved the BLM authorized officer notifies the applicant rejecting the application.	Rejection
Case File	The Case Files from the pre-existing federal coal leases can be retrieved and their contents used to validate the LMU application.	
	The LMU application and any additional information gathered from the applicant or operator are stored in a new Case File for the Logical Mining Unit.	Case File

Process Name: LMU Approval

Identifier: 1.1.1.1.4.2.4.4

Parent Process Name: Logical Mining Units

Description: After the Notice of Availability is published, and optionally a public hearing is held, the authorized officer publishes a Notice of Proposed Decision in the local newspaper. Again the BLM gathers comments from the public. Once all the stipulations and comments from the consultation and public participation process are gathered and reviewed, the authorized officer determines if the LMU application should be granted. Copies of the stipulations are sent to the LMU operator and the surface management agency.

Policies/Procedures: The Notice of Proposed Decision must be published in a local newspaper of general circulation in the locality of the proposed LMU once a week for at least two weeks.

Constraints: None.

Input	Process	Output
Comments LMU Stipulations	Comments and stipulations gathered during the consultation and public participation process are consolidated and used to determine if the LMU application should be approved.	
Comments	A Notice of Proposed Decision concerning the LMU application is published in a local paper. Anyone concerned with the formation of the Logical Mining Unit can submit comments to the BLM.	Notice of Proposed Decision
Stipulation Concurrence	After the Notice of Proposed Decision has been published in the newspaper and all comments and LMU stipulations have been reviewed, the BLM can approve the application.	LMU Approval

Input	Process	Output
	An approval notice is sent to the applicant along with all stipulations. If the applicant agrees to comply with the stipulations, he/she notifies the BLM and the LMU is approved.	
	A copy of the Stipulations are sent to the LMU operator and the Surface Management Agancy.	LMU Stipulations
	The SLMS LMU database tracks production of all logical mining units. The system is updated with the new LMU data.	LMU Data
	Any additional comments from the public, a rejection notice or approval notice, and the Notice of Proposed Decision are stored in the Case File.	Case File

Process Name: Segregate Lease

Identifier: 1.1.1.1.4.2.4.5

Parent Process Name: Logical Mining Units

Description: Part of a federal coal lease can be segregated and then included in a Logical Mining Unit. Part of the lease is subject to the LMU operations rules, while the other part stays a separate coal lease. Each part of the lease is assigned a new serial number.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The Case File for the lease is retrieved from docket.	
Serial Register Page	The newly created leases are entered into the ALMRS/ORCA system. A new serial number is issued for the leases and new Serial Register Pages are created for the new Case Files.	Segregated Lease Data
Status Report Plats	The update information needed to update the coal plat is sent to the Records and Title department. The information needed is the new land description for each of the new leases. Each lease also receives a new serial number. Records can optionally return status report plats for the new Case Files.	Plat Update Information
	The SLMS Inventory database tracks each individual lease. The new leases must be entered into the SLMS system.	Inventory Data
	New Case Files are created for the two leases.	Case File

Process Name: Prepare Notice of Invitation

Identifier: 1.1.1.1.4.1.1.1.4

Parent Process Name: Process Applications

Description: The applicant is required to invite all interested parties to participate in the exploration of the lands proposed in an Exploration License. The applicant prepares a notice of invitation, which the applicant must publish in a local newspaper after approval by the authorized offices. The notice is also sent to the Federal Register.

Policies/Procedures: The applicant shall publish the Notice of Invitation once a week for two consecutive weeks in at least 1 newspaper of general circulation in the area where the lands are located. It is also published in the Federal Register.

Constraints: None.

Input	Process	Output
Case File (Application)	The adjudicator uses the application stored in the Case File to verify the Notice of Invitation.	
	The approval notice is sent to the applicant, who is responsible for publishing it in a local newspaper. The notice is also sent to the Federal Register.	Notice of Invitation

Input	Process	Output
Proof of Publication	The applicant must prove that the notice was published in a local newspaper. Either the applicant or the editor of the paper sends the proof of publication to the adjudicator.	
Interest in Exploration	Any person interested in participating in the proposed exploration of Federal coal notifies the BLM and the applicant in writing. It is the responsibility of the applicant to incorporate the interested parties into the exploration procedures.	
	The Notice of Invitation, Proof of Publication, and the letters from interested parties are stored in the Case File.	Case File

Process Name: Conduct Sale

Identifier: 1.1.1.1.4.1.1.3.2

Parent Process Name: Lease Sales

Description: This process represents the actual sale of the leases. The leases can be generated by a regional sale or an application. The process contains 1) opening the sale, 2) opening the bids, 3) resolving any ties, and 4) closing the sale.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Bid Log Lease Bids	The Sale Official retrieves all the bids and the record log from the locked safe. The official opens each bid and, if it qualifies, reads aloud the tract name, company submitting the bid, and the amount of the bid. The bids are then posted on the status board.	
	The bids are posted on the results list after they are opened.	Bid Information
	Bids that fail to meet fair market value are returned to the bidder.	Unqualified Bids
	If a tie exists, the sale official requests submission of tie-breaking sealed bids.	Request Tiebreaker
Tie-breaking Bid	The tied bidders then have 15 minutes to submit a new bid. The Sale Official then opens and posts the new bids and the apparent high bidder is announced.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Qualified Bids	The high bids for each lease are then reviewed by the sale panel in the post sale procedures.	

Process Name: Prepare Lease or License

Identifier: 1.1.1.1.4.1.1.4.1

Parent Process Name: Issuance

Description: The adjudication staff prepares the lease or license and sends a copy to the lessee for his/her signature. The lessee sends the required funds to cover any additional expenses. A lease can be from a competitive lease sale, a preference right lease application, or an emergency application. A license is from an Exploration License application.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Signed Lease Signed License	The adjudication staff prepares the lease or license. A lease or license is forwarded to the lessee for his/her signature.	Lease License
Additional Payment	The adjudication staff also requests the bidder to forward the balance of the bonus bid, pay the first year's rental and the proportionate share of the cost of publishing any notices. The lessee submits any required payment to the adjudication staff.	Request Payment
Bond Acceptance Notice	The adjudicator accepts the bond filed.	

Input	Process	Output
	When the bonus bid, rental and other payments are collected, they and the bids previously deposited in the unearned account are transfered to the Mineral Management Service (MMS). MMS handles all rent and royalties for subsequent years.	Bonus Payments
	A copy of the Request Payment notice and the Bond Acceptance Notice is stored in the Case File.	Case File

Process Name: Execute Lease or License

Identifier: 1.1.1.1.4.1.1.4.2

Parent Process Name: Issuance

Description: Upon receiving the signed lease or licence and any additional payments from the lessee, the state director or authorized officer approves it and issues a notice to the lessee indicating its execution. A copy of the formal lease or license is stored in the Case File.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Lease License	The lease or license is passed to the state director after the lessee signs and returns it to the adjudication staff.	
	The state director issues a notice to the lessee indicating that the lease or license has been approved. A copy of the lease or license is sent to the lessee.	Notice of Execution Lease License
	The lease or license and the notice of execution is stored in the Case File.	Case File

Process Name: Data Recording

Identifier: 1.1.1.1.4.1.1.4.3

Parent Process Name: Issuance

Description: At this point the lease or license has been issued. The ALMRS system and the SLMS system are updated with the new information. The plats also receive a final update.

Policies/Procedures: A coal lease has priority over an exploration license. If a lease is issued on lands that are currently being explored by an exploration license, then the license is cancelled.

Constraints: None.

Input	Process	Output
Case File	The information on the final lease or license is needed to update ALMRS, SLMS, and the plats. A copy of the Bond Acceptance Notice, which is stored in the Case File, is also needed.	
	Data from the lease or license is used to update the ALMRS data base.	ALMRS Issuance
	Data from the lease or license is used to update the SLMS data base.	Issuance Data
	The coal use plat is updated with the lease or license information.	Plat Update Information
	A copy of the lease or license is sent to the Mineral Management Service (MMS), the Surface Management Agency (SMA). If a lease is being issued a copy is sent to the governor and the Office of Surface Mining (OSM).	Lease License

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	A copy of the Bond Acceptance Notice is sent to the Mineral Management Service and the Surface Management Agency.	Bond Acceptance Notice

Process Name: Report Undesirable Event

Identifier: 1.1.1.1.4.2.1.4.1

Parent Process Name: Undesirable Event

Description: The BLM tracks undesirable events. Undesirable events are simply noted in the SLMS database. The report is produced either from a mine inspection or when the Mine Safety and Health Administration (MSHA) notifies the BLM about an event. Events such as cave-ins, strikes, or fires are considered undesirable.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Undesirable Notice	MSHA is responsible for the mining conditions on federal leases. Most undesirable events will be reported to the BLM by MSHA, although the authorized officer could be notified of the event by the operator or could witness it while inspecting a mine.	
	Undesirable events are tracked by SLMS in the Violation, Irregularity/Exception, Undesirable Event (VIEU) database.	Undesirable Event Data
	The authorized officer might make a recommendation concerning the restoration of the mine following an undesirable event such as a cave-in or fire.	Mine Restoration Recommendation

Process Name: Participate in the Investigation

Identifier: 1.1.1.1.4.2.1.4.2

Parent Process Name: Undesirable Event

Description: The Mining Safety and Health Administration usually investigates undesirable events. The BLM can participate in the investigation to determine if the event happened because of the mining methods stated in the mining plan.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File (Mining Plan)	The Mining Plan stored in the Case File is retrieved and used in the investigation. The BLM is concerned with whether the methods described in the plan might have caused the undesirable event to occur and if the plan needs to be modified to continue mining after the restoration.	
	Any information uncovered by the BLM during the investigation is shared with the operator and MSHA.	Investigation Information

Process Name: Review the R2P2

Identifier: 1.1.1.1.4.2.2.3.1

Parent Process Name: Review Plans

Description: After the interested parties walk through the lands described in the Resource Recovery and Protection Plan (R2P2) their stipulations are used to determine if the plan should be approved or rejected. Another Environmental Assessment/Environmental Impact Statement (EA/EIS) is created for the lands specified in the R2P2. If no impact is found, a Finding Of No Significant Impact statement (FONSI) is generated. If the plan is approved, the BLM notifies the Mineral Management Service (MMS) using a Mine Information Form (MIF).

Policies/Procedures: The operator has 3 years to submit the R2P2 to the BLM or the lease will be cancelled. The operator can request that the 3-year restriction be suspended by submitting a suspension application.

Constraints: None.

Input	Process	Output
Stipulations	Stipulations from the walk through are used to determine if the plan should be approved.	
ED (EA/EIS, FONSI)	An EA/EIS is created for the lands affected in the R2P2. Stipulations and land restrictions from the EA/EIS are also used to determine if the plan should be approved. If no environmental impact is found a FONSI is generated.	
Additional Information	If the BLM needs to clarify any item in the plan, they contact the operator, who submits the additional information.	Request Information

Input	Process	Output
	If the BLM determines that the R2P2 cannot be approved a Rejection notice is sent to the operator and to the Office of Surface Mining (OSM). The operator must resubmit a revised plan before he/she can begin mining the land.	Plan Rejection
	If the plan is approved a letter is drafted and sent to the operator indicating any Stipulations and restrictions that must be followed when mining. The letter also informs the operator that he/she is required to send the Mineral Management Service monthly reports indicating the amount of the specific commodity that was mined. A copy of the letter is sent to the Surface Management Agency (SMA), and OSM.	Plan Approval Stipulations
	The Mineral Management Service (MMS) is notified about the mine using a Mine Information Form. The BLM fills out the first MIF. Any additional MIFs needed (typically after a major modification) are submitted by the operator.	MIF
	The data concerning the new Mining Plan is stored in the SLMS system in the Mine Plan database.	Mining Plan Data

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
R2P2 Suspension Application	The operator can submit an application requesting that the 3-year restriction for submitting the R2P2 be suspended. The authorized officer can grant the request if he/she feels that it is in the BLM's best interest.	Grant R2P2 Suspension
	A copy of the Plan Approval letter, the Stipulations, the MIF, and any EA/EIS or FONSI are stored in the Case File along with the suspension.	Case File

Process Name: Review Exploration Plan

Identifier: 1.1.1.1.4.2.2.3.2

Parent Process Name: Review Plans

Description: After the interested parties walk through the Exploration Plan their stipulations are used to determine if the plan should be approved or rejected. Environmental Assessment/Environmental Impact Statement (EA/EIS) is created, for an Exploration Plan for a License. If the plan is for exploration on a leased area the BLM usually only produces a Categorical Exclusion Review (CER).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Stipulations	Stipulations from the walk through are used to determine if the plan should be approved.	
ED (EA/EIS CER)	An EA/EIS is created for the lands affected in an Exploration Plan being reviewed for a license. If the review is for already leased lands the BLM produces a CER. Stipulations and land restrictions from the EA/EIS or CER are also used to determine if the plan should be approved.	
Additional Information	If the BLM needs to clarify any item in the plan, they contact the operator who submits the additional information.	Request Information
	If the BLM determines that the Exploration Plan cannot be approved a Rejection notice is sent to the operator.	Plan Rejection

Input	Process	Output
	If the plan is approved a letter is drafted and sent to the operator indicating any Stipulations and restrictions that must be followed when exploring. The letter also informs the operator that he/she is required to share the information with the BLM.	Plan Approval Stipulations
	The stipulations found when reviewing a plan for a license are sent to the adjudicator processing the application.	Stipulations
	A copy of the Plan Approval letter, the Stipulations, and any EA/EIS or CER are stored in the Case File.	Case File

Process Name: Consultation

Identifier: 1.1.1.1.4.2.4.3.1

Parent Process Name: Consultation and Public Participation

Description: Prior to approval of an LMU, the authorized officer consults with the applicant concerning any federal recoverable coal that the applicant either wishes not to mine or segregate into another federal coal lease. They also discuss any proposed stipulations for the LMU already developed by the authorized officer.

Once the authorized officer has determined that the LMU application is ready for approval he/she makes the application available to the public. A Notice of Availability is sent to several state and federal agencies, to the surface owners, and to non-federal coal owners, and is published in a local newspaper. Any person having a direct interest in the LMU may request a public hearing.

Policies/Procedures: The Notice of Availability must be published in a local newspaper of general circulation in the locality of the proposed LMU once a week for at least two weeks.

Constraints: None.

Input	Process	Output
Case File	The LMU application is retrieved from the Case File.	
Unmined Coal Information	*The authorized officer and the applicant converse concerning any federal coal reserves that the LMU applicant either wishes not to mine, to render unminable, to assign, to relinquish or to segregate into another coal lease.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Proposed Stipulation Reply	The authorized officer also consults with the applicant about any proposed stipulations that will supersede the lease specific diligence provisions for the duration of the LMU.	Proposed LMU Stipulations
	Once the consultation between the authorized officer and the applicant is finished, the BLM makes the LMU application available to the public for review.	LMU Application
	A Notice of Availability is sent to the Office of Surface mining, the Surface Management Agency, any interested state agencies, any surface owners, any non-federal coal owners, and the clerk of any affected counties, stating that the LMU application can be reviewed in the BLM office.	Notice of Availability
	The Notice of Availability is also published in a local newspaper, and posted in the BLM public room.	
Comments	Comments from any affected person are gathered by the BLM, and taken into consideration before the LMU application is approved.	
Request Hearing	Any person having a direct interest in the LMU's formulation can request that the BLM hold a public hearing.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	All stipulations gathered while LMU conversed with the applicant and any comments submitted to the BLM are used to determine whether the LMU application should be approved.	Stipulations Comments
	All comments, hearing requests, and written correspondence between the authorized officer and the applicant are stored in the Case File.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: LMU Public Hearing

Identifier: 1.1.1.1.4.2.4.3.2

Parent Process Name: Consultation and Public Participation

Description: Any person with a direct interest in the Logical Mining Unit can request a public hearing. The BLM notifies any interested government agencies, surface owners and non-federal coal owners concerning the hearing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The LMU application is retrieved from the Case File.	
	A Hearing Notice is sent to the Office of Surface Mining, the Surface Management Agency, any interested state agencies, any surface owners, any non-federal coal owners, and the clerk of any affected counties, stating when and where the hearing is to be held.	Hearing Notice
Comments	Comments from the hearing are gathered by the BLM. Comments can be stated at the hearing or submitted to the BLM in writing afterwards.	
	The BLM makes the transcript of the meeting available to the public.	Hearing Transcript
	Any comments submitted to the BLM are used to determine whether the LMU application should be approved.	Comments

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	All comments, the Hearing Transcript, and the Hearing Notice are stored in the Case File.	Case File

Process Name: Receive the Application

Identifier: 1.1.1.1.4.1.1.1.1.1

Parent Process Name: Establish the Case File

Description: Applications for a lease or license are sent to the BLM state office either by mail or over the counter. This procedure represents the application processing done before a Case File is established.

Policies/Procedures: The application is stamped with the date and time of day.

Constraints: Applications sent to the BLM without the proper Filing Fee are not accepted and are returned to the applicant.

Input	Process	Output
Application	The applicant sends the application to the state office, either by mail or over the counter. The application is date and time stamped.	
Filing Fee	In order for the application to be processed, the applicant must send any required filing fee. If the fees do not accompany the application, the application is not accepted.	
Accounting Advice	The filing fee is sent to the accounting process where it is earned. Using the information from the application, the accounting function creates an Accounting Advice, which notes the filing fee.	Filing Fee

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Serial Register Page	Using the ORCA/ALMRS system, the data entry personnel enters the information taken from the application into the computer system. ORCA/ALMRS is used to track the application.	
	The application, Accounting Advice and a hard copy of the Serial Register Page are used to create the new case file.	Application Accounting Advice Serial Register Page

Process Name: Build the Case File

Identifier: 1.1.1.1.4.1.1.1.2

Parent Process Name: Establish the Case File

Description: Once the application has been received, entered into the ORCA/ALMRS tracking system, and processed by the accounting function, it is stored in the case file and controlled by Docket. Status report plats are created by the Records department and are stored in the case file.

Policies/Procedures: All information pertaining to a particular BLM process (e.g., competitive lease, lease modification, exploration license) is stored in a numbered case file folder. The numbering sequence of the folders does not represent any coding system.

Constraints: None.

Input	Process	Output
Application Accounting Advice Serial Register Page	After the application and the filing fee have been processed and entered into their designated tracking systems, a case file is created by docket.	
Status Report Plats	The Records process uses the lands description in the application to update the mineral use plats. A copy of the use plat and optionally the master title plat are sent to Docket to be included in the case file.	Application
	The application, Accounting Advice, a hard copy of the Serial Register Page and the status report plats are stored in a folder which is assigned a number and held in docket for tracking before going to the adjudicator for processing.	Case File

Process Name: Check the Application

Identifier: 1.1.1.1.4.1.1.1.2.1

Parent Process Name: Review the Application

Description: The adjudicator checks the application to determine if it contains the correct information. If the application is not correct, the adjudicator can request any needed data from the applicant, or partially or totally reject the application.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Docket sends the case file. The adjudicator checks the contents of the application to insure that it contains the right amount of copies, the correct filing fee, a land description, and the proper signatures, and that the applicant meets the required qualifications. The adjudicator uses the status report plats to check the availablity of the lands requested. If the application is for a coal lease for lands within a federal coal region, the adjudicator checks the application for an emergency need request.	
Exploration Plan	The Exploration Plan is usually part of an exploration license application. If it is not, the adjudicator requests the plan be sent to the BLM state office.	Request Exploration Plan

Input	Process	Output
	If the application is for a lease modification, the application must justify the need for the modification.	
Case File	To validate the applicant's qualifications for a lease modification, the adjudicator can use the pre-existing lease Case File.	
Qualifications	Qualifications such as the applicant's holdings of federal leases and licenses are usually part of the application. If not, the adjudicator requests these and any other qualifications be sent to the BLM state office.	Request Qualifications
	If the proposed land's surface is owned by someone other than the BLM and the coal is to be removed by surface mining methods, the application must include surface owner's consent. The adjudicator checks the consent by contacting the surface owner.	Validate Consent
	If the application does not meet all the requirements, a Rejection notice is sent to the applicant.	Rejection
	The adjudicator can impose additional restrictions on the applicant. These restrictions might limit land usage, remove lands, or modify the current land description.	Restrictions

Input	Process	Output
Status Report Plats	Additional restrictions or a Rejection can alter the land description. The update information is sent to the Records department. The plats are updated with the changes, and optionally new plats are sent to the adjudicator to be included in the case file.	Plat Update Information
	The Rejection notice, Restrictions and the new Status Report Plats, along with the Exploration Plan and any additional applicant's holdings information are stored in the Case File.	Case File

Process Name: Review Emergency Criteria

Identifier: 1.1.1.1.4.1.1.1.2.2

Parent Process Name: Coal Leases

Description: The application for a coal lease in a federal coal region can be granted only if the applicant can prove emergency need. If the lands requested are not within a federal coal region the applicant does not need to prove emergency need.

Policies/Procedures: An emergency lease can be issued if:

The coal reserves applied for are to be mined as part of a mining operation that is producing coal on the date of the application, and either the federal coal is needed within 3 years to maintain an existing mining operation at its current level or to supply coal for contracts signed prior to July 19, 1979.

The coal deposits would be bypassed in the foreseeable future, and if leased, some portion would be used within 3 years.

The need for the coal deposits has resulted from circumstances that were either beyond the control of the applicant or could not have been reasonably foreseen and planned for in time to allow for consideration of leasing the tract under the regional policy.

The extent of any lease issued does not exceed 8 years of recoverable reserves at the rate of production under which the applicant qualified in this section.

Constraints: None.

Input	Process	Output
Case File (Emergency Request)	The application stored in the case file contains the emergency request and the needed information concerning current reserves.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Reserve Information	The information contained in the application is validated. Information can be gathered from the State Division of Mines, the Mineral Management Services and the Federal Lease Records kept by the BLM and other state agencies. The adjudicator can also request additional information from the applicant.	
	The Governor of the state that contains the lands for the lease is notified.	Application Notice
	After the adjudicator reviews the emergency need criteria he/she can impose additional restrictions on the applicant. The adjudicator can add or remove requested land from the application or restrict usage of any land.	Restrictions
	If the adjudicator decides to reject the application he/she sends a rejection notice to the applicant.	Rejection
Status Report Plats	Any additional requirements changing the description of the lands must be updated by records. The adjudicator sends Plat Update Information to Records. Once the plats are updated, Records sends new copies of the Status Report Plats for the case file.	Plat Update Information
	The district office creates a Geologic Report containing information about the emergency needs.	Geology Report

Input	Process	Output
	Any additional information such as the the Status Report Plats, Restrictions, the Geology Reports, the Rejection Notice or the Application Notice sent to the Governor is stored in the Case File.	Case File

Process Name: Determine Impact

Identifier: 1.1.1.1.4.1.1.1.3.1

Parent Process Name: Impact Analysis

Description: After the adjudicator determines that the application has been correctly filed and that the lands are available for the proposed use, the Mining Regulation Section and the District and Resource Area offices having jurisdiction over the lands determine the impact of the action specified in the application. In all cases an Environmental Assessment/Environmental Impact Statement (EA/EIS) is prepared, usually containing recommendations and restrictions. If the application is for an Exploration License, the BLM staff reviews the Exploration Plan. Stipulations regarding land impact are forwarded to the adjudicator.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File (Application)	The application from the Case File supplies the information for the SLMS inventory data base.	Inventory Data
Case File	If the application is for a Lease Modification, the Case File from the pre-existing Coal Lease can be retrieved and the EA/EIS and application used.	
ED (EA/EIS)	The Resource Area office creates an Environmental Assessment report for the lands proposed in the application.	

Input	Process	Output
	The EA/EIS includes stipulations concerning land usages and exploration and/or mining activities.	
	For a Competitive Lease the public is given an opportunity to review the EA/EIS at a public hearing. A copy of the EA/EIS is sent to the governor of any affected states.	ED (EA/EIS)
FMV MER	A Fair Market Value (FMV) report and a Maximum Economic Recovery (MER) report are created in order to determine the usefulness of a coal lease application. The Fair Market Value report contains the minimum bonus bid value used in the lease sale.	
Stipulations	Using the EA and the Geology Report, the District office and the Mining Regulation Section reviews the Exploration plan for license.	
Stipulations	If the surface is not controlled by the BLM a letter requesting recommendations is sent to the Surface Management Agency (SMA). If the lands are controlled by a SMA the District Office does not need to supply any stipulations.	Request Recommendations
	Stipulations concerning the Exploration Plan, the EA/EIS, along with those from the SMA, are forwarded to the adjudicator.	Stipulations

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Bond Recommendation	The bond recommendation is typically set at the minimum level. The recommendation is submitted to the adjudicator by the Mining Regulation Section or the District office. The recommendation is forwarded to the adjudicator to be included in the Additional Requirements letter.	Bond Recommendation
	The EA, the MER, the FMV and the Bond Recommendations are stored in the Case File.	Case File

Process Name: Public Hearing

Identifier: 1.1.1.1.4.1.1.1.3.2

Parent Process Name: Impact Analysis

Description: The adjudication staff schedules a public hearing on the Environmental Assessment/Environmental Impact Statement (EA/EIS) for a coal lease.

Policies/Procedures: The notice of the public hearing must be published in the Federal Register and posted in the Public Room of the appropriate BLM office. The notice must also appear once a week for 2 consecutive weeks before the hearing, in a newspaper of general circulation, in the county in which the proposed lease lands are located.

Constraints: None.

Input	Process	Output
ED (EA/EIS)	After the EA/EIS is produced, a public hearing is scheduled to allow the public to review and comment on it.	
Case File	The information on the application is used to create the Hearing Notice.	
	Public hearing notices are sent out to the Surface Management Agency (SMA), the Governor of the affected state and the Applicant. The hearing notice is published in the local paper and the federal register and posted in the proper BLM public room.	Hearing Notice
Comments	Comments are gathered at the hearing concerning the EA/EIS. Comments can also be submitted in writing.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Comments from the hearing are incorporated into the final EA/EIS.	Comments
	The Comments and a copy of the Hearing Notice are stored in the Case File.	Case File

Process Name: Consolidate Stipulations

Identifier: 1.1.1.1.4.1.1.1.3.3

Parent Process Name: Impact Analysis

Description: The adjudicator gathers recommendations, restrictions, and modifications from the Mining Regulations Section, the District and Resource Area offices, and the Surface Management Agency (SMA) concerning the impact of the specified process. Valid comments from the public hearing held for coal leases are also considered by the adjudicator.

For an application for an Exploration License or a License to Mine the adjudicator consolidates these stipulations and comments and sends a copy to the applicant to be signed. If the applicant agrees to comply to the stipulations he/she signs the notice and returns it to the adjudicator. For a competitive lease the requirements are included in the Detailed Statement and signed after the sale.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Stipulations	The adjudicator gathers the recommendations and restrictions from the Mining Regulation Section, the District and Resource Area offices, and the SMA.	
Bond Recommendation	The bond recommendation is passed with the stipulations to the adjudicator to be sent to the applicant as an Additional Requirement.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Comments	A public hearing concerning the EA/EIS must be held for coal lease. Any valid comments from the hearing are folded into the final EA/EIS.	
Signed Requirements	The stipulations and comments are consolidated into a formal letter which is sent to the applicant. If the applicant agrees to comply to the additional requirements he/she signs the letter and returns it to the adjudicator.	Additional Requirements
	For a competitive lease the additional requirements are passed to the sale panel and signed by the bidder who is awarded the lease.	Additional Requirements
	If it is determined that the application should be rejected, a Rejection Notice is sent to the applicant.	Rejection
Status Report Plats	Additional Requirements or a Rejection can alter the land description. The update information is sent to the Records department. The plats are updated with the changes, and optionally new plats are sent to the adjudicator to be included in the Case File.	Plat Update Information
	The Rejection notice, Additional Requirements, and the new Status Report Plats are stored in the Case File.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Assess Future Demands

Identifier: 1.1.1.1.4.1.1.2.1.1

Parent Process Name: Designate New Production Region

Description: Any State Director (SD) who believes it necessary will consult with other affected State Directors and assess the future demand for federally owned coal from any coal supply region. Assessments must cover issues such as the future demand for federally owned coal in the area, geologic conditions and coal characteristics, general transportation and markets, broad economic conditions, and the presence of Federal leases, and applications, and other indications of industry interest in Federal coal.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Regional Lease Data	Both the ALMRS/ORCA system and the SLMS system are used to gather information about coal lease and applications in the proposed production region. This data will help determine the interest for federal coal in the region.	
	The State Directors send the state Governors and the BLM Director a letter summarizing the Directors assessment and conclusions on the need for a federal production region.	Consultation Letter
Region Recommendations	Both the state Governors and the BLM Director return to the state Director any recommendations concerning the creation of a production region.	

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Determine Need for Region

Identifier: 1.1.1.1.4.1.1.2.1.2

Parent Process Name: Designate New Production Region

Description: Using the information gathered by the BLM and the comments from the state Governors and the BLM Director the State Directors, determine if there is a need for a coal production region in the proposed area.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	If it is determined that a new coal production region is not necessary, the state Directors send a letter to the state Governors and to the BLM Director stating their findings.	Region Unnecessary
	If it is determined that a new coal production region would be beneficial, the State Director prepares a Federal Register notice designating the region. The notice and a memorandum are sent to the BLM Director formally requesting the designation of the coal production region.	Region Designation Request
Signed Register Notice	If the BLM Director concurs with the recommendation he/she signs the Federal Register notice and forwards the document for publication.	
	The notice is published in the Federal Register.	New Region Notice

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Formulate Regional Coal Team

Identifier: 1.1.1.1.4.1.1.2.1.3

Parent Process Name: Designate New Production Region

Description: Upon publication of the notice, the State Director having the greatest Direct concern in the region will formulate a Regional Coal Team and Charter.

Policies/Procedures: The coal team is made up of the state Director from the affected states, an individual appointed by the lead State Director, and one person from each of the state Governor's offices. A list of alternate members from each state office exists if the appointed members are absent.

Constraints: None.

Input	Process	Output
	The lead state Director notifies the other state Directors of their appointment to the regional coal team (RCT). He/she also requests the members provide the name of an alternate to represent their office in their absence. A list of names is compiled for the RCT use.	RCT Names
	The Governors of the affected states are notified that they are members of the RCT and that they should submit the name of their representative and an alternate.	Voting Member Invitation
Charter Recommendations	A draft copy of the RCT Charter is also sent to the Governors, requesting recommendations.	RCT Charter

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	An invitation is sent to other Federal and State agencies and affected Indian tribes having a significant interest in the regional coal leasing program, asking them to participate as nonvoting members.	Nonvoting Member Invitation
Charter Approval	The recommendations from the Governors are used to create the final RCT Charter. The Charter is sent to the BLM Director and the Secretary of the Interior for approval.	RCT Charter
	The State Director supplies the names and information about all the RCT members (voting and nonvoting) to the BLM Director before the Charter is sent to the Secretary.	RCT Member List

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Propose Regional Change

Identifier: 1.1.1.1.4.1.1.2.2.1

Parent Process Name: Modification/Deactivation of Region

Description: The Regional Coal Team (RCT) can recommend that a Coal Production Region be modified or deactivated. Proposals to modify or deactivate a region are announced in the Federal Register and may be combined with the notice of an RCT meeting. The public can comment on the proposed action, either at the RCT meeting or in writing.

Policies/Procedures: The governors of the affected states are asked to supply any information or recommendations concerning the proposed action. The governors have 30 days to respond to the request.

Constraints: None.

Input	Process	Output
	An announcement concerning the modification or deactivation of a Coal Production Region is published in the Federal Register. The announcement can be combined with an RCT meeting. The public is asked to comment on the proposed plan.	Region Change Announcement
Comments	The public can either present its comments concerning the proposed action at the RCT meeting or submit them in writing.	
Regional Information	The governors of the affected states are notified and are requested to send additional information concerning the action to the RCT.	Request Regional Information

Process Name: Determine Need for Change

Identifier: 1.1.1.1.4.1.1.2.2.2

Parent Process Name: Modification/Deactivation of Region

Description: Once all the comments have been gathered from the public and the state governors the RCT determines if the Coal Production Region should be modified or deactivated. If the action is justified, the RCT drafts a notice indicating the modification or deactivation of the region.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The Regional Coal Team drafts a Federal Register Notice that incorporates any comments from the public and information from the governors. The notice is sent to the BLM Director, the state governors, and any interested state and federal agencies and is published in the Federal Register.	Notice of Change
Sign Change Request	A memorandum recommending the regional action is sent with the Notice of Change to the BLM Director. The memo requests the BLM Director approve the proposed change in the region. If the Director concurs, he/she signs the notice.	Region Change Request

Process Name: Prepare Sale Schedule

Identifier: 1.1.1.1.4.1.1.2.3.3

Parent Process Name: Regional Activity Planning

Description: The RCT considers market analysis, the environmental analysis in the EIS, and public comments in developing a regional coal lease sale schedule recommendation. The RCT submits the schedule to the Secretary through the Director.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ED (EIS)	The Regional Environmental Impact Statement contains an environmental Analysis that is used to produce the Market Analysis report that determines the sale schedule. The lead state director of the RCT produces a market analysis report that considers the major factors affecting current coal market conditions.	
Comments	The analysis is made available to the public for review. A Notice of Availability is published in the Federal Register. The notice states when the RCT meeting to develop the sale schedule is to be held and asks the public to participate by submitting comments on the analysis.	Notice of Availability Market Analysis

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Once all comments on the Market Analysis are gathered, the RCT creates the sale schedule recommendation and the Secretarial Issue Document. Both documents are submitted to the Washington office director.	Sale Schedule SID
SMA Consent	If any tracts that are to be included in the sale are not controlled by the BLM the RCT requests consent for the Surface Management Agency.	Request SMA Consent
	Any special stipulations developed during the EIS analysis are submitted to the Surface Management Agency and the Governors of the affected states.	Regional Stipulations
	A copy of the EIS and any correspondence is stored in the Case File.	Case File

Process Name: Select Sale Panel

Identifier: 1.1.1.1.4.1.1.3.1.1

Parent Process Name: Presale Procedures

Description: The State director selects a sale panel to review bids, and bidder information for a coal lease sale. The panel can be selected at any time and members can be added when necessary.

Policies/Procedures: The state director must submit in writing his/her proposed panel members to the Director (500) 60 days prior to a scheduled sale date. The Director (500) must approve/reject each proposed member within 10 working days of the receipt.

Constraints: None.

Input	Process	Output
	The state director decides whether to use the regional selection process or the lease by application selection process and documents the decision in writing.	Case File (Selection Report)
Governor's Representative	The state director invites the affected states' governors to designate a representative to serve as a nonvoting member on the sale panel.	Request Member
	The lead state director submits in writing his/her proposed panel members to the Director (500). If the state director decides to use the lease by application selection process he/she submits the names of four people who meet the specified requirements.	Proposed Panel
Approve/Reject Members	The Director (500) reviews the state director's proposed panel and accepts or rejects any or all of the members.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The members of the panel are notified as to their appointment.	Panel Appointment

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Gather Consent and Comments

Identifier: 1.1.1.1.4.1.1.3.1.2

Parent Process Name: Presale Procedures

Description: The sales panel gathers the surface owner's consent and comments from the public concerning the Fair Market Value report and the Maximum Economic Recovery report. Comments are used to create the needed sales documents. Additional requirements gathered during the impact analysis are also needed for the sale.

Policies/Procedures: The notice asking for comments from the public concerning the MER and the FMV must be issued at lease 30 days prior to the sale.

Constraints: None.

Input	Process	Output
MER, FMV Case File	The panel receives the Maximum Economic Recovery and the Fair Market Value reports from either the Resource Information process or the Case File. In a lease by application sale the MER and FMV, and the owner's consent already exist and are stored in the Case File.	
Surface Owner Consent	The surface owner must at this time supply the panel with either consent or a statement of refusal to consent.	
Additional Requirements	Stipulations gathered during the impact analysis are needed in order to produce the presale documents. The sale panel receives the requirements from the district and resource area offices.	Additional Requirements

Input	Process	Output
	The adjudication staff requests comments from the public concerning the Fair Market Value and the Maximum Economic Recovery reports. The notice may also announce the availability of the final EA/EIS, and the notice of the regional coal team meeting for the sale schedule recommendation.	Notice Requesting Comments
	The notice is published in the Federal Register and in a newspaper of general circulation in the area where the tracts are located. A copy of the notice supplied to the Directors (501) and (650).	
Comments	Following the comment period, the adjudication staff transfers to the regional coal team a copy of all the comments received in response to the notice. The comments are used to create the sales documents.	Comments
	A copy of notice requesting comments, and the comments, along with the MER and the FMV, are stored in the Case File.	Case File

Process Name: Prepare Sale Documents

Identifier: 1.1.1.1.4.1.1.3.1.3

Parent Process Name: Presale Procedures

Description: The adjudication staff prepares and the state director signs a notice of sale that contains all the required information. The adjudication staff also prepares a detailed statement of the terms and conditions of the lease(s) offered and the bidding instructions for the sale.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The adjudication staff prepares a notice of sale, which is posted in the state office for at least 30 days prior to the sale. The notice is published in the Federal Register and a newspaper of general circulation in the county in which the lands are located for not less than once a week for three consecutive weeks. A copy of the notice is sent to the surface owner, the Director (650), the Governor of the affected state(s), and the county commissioners.	Sale Notice
Interested Parties	The BLM keeps a mailing list of companies that might be interested in a federal lease. The BLM sends a copy of the Sale Notice to everyone on the list.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Comments Additional Requirements	Comments and any Additional Requirements gathered by the adjudication staff concerning the MER and the FMV are used to create a Detailed Statement. The statement is made available to the public.	Detailed Statement

Process Name: Receive Bids

Identifier: 1.1.1.1.4.1.1.3.1.4

Parent Process Name: Presale Procedures

Description: The collection officer will accept bids up to the time specified in the notice of sale. A log of the bids is created and stored with the bids.

Policies/Procedures: As bids are received, the sealed envelopes must be date/time-stamped by the collection officer.

Constraints: The bids and the log must be stored in a locked safe, accessible only to designated collection officer.

Input	Process	Output
Lease Bids	Bids may be hand-delivered or sent by registered or certified mail. All bids must be kept in a secure location, such as a locked safe.	Lease Bids
	The collection officer prepares a suitable log to record the bid serial number, the bidder's name, the tract(s) bid on, and the date and time of the receipt of the bid. The log is stored in the safe with the bids.	Bid Log
	The envelope containing the bid(s) must clearly identify its contents as a bid for a coal lease, the date of the sale, and the name and/or serial number of the tract for which the bid(s) is being submitted. If a bid is improperly marked, it is returned unopened to the bidder.	Improperly Marked Bids

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Close Out Sale

Identifier: 1.1.1.1.4.1.1.3.3.1

Parent Process Name: Post Sale Procedures

Description: After the sale is closed, the collection officer assumes responsibility for the bids received. Accounting advices are prepared for the qualified bids. The sale official prepares the minutes of the sale.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Qualified Bids	High bids are passed along from sale procedure. The other bids have been returned to the the bidders. The bids are then reviewed by the sales panel.	Qualified Bids
	The money from the bids is deposited in an unearned account until a decision is made to accept or reject the qualified bids.	Bid Money
Accounting Advice	An Accounting Advice is prepared by the accounting process for the bid money.	
	The sale official prepares the minutes of the sale. The Governor(s) of the affected states, the Washington office Directors (650) and (501) and the surface owner receive a copy of the minutes.	Sale Minutes
	The Accounting Advice and a copy of the minutes are stored in the Case File.	Case File

Process Name: Review Bids

Identifier: 1.1.1.1.4.1.1.3.3.2

Parent Process Name: Post Sale Procedures

Description: After the BLM has conducted the sale, the qualifications of bidders for all the qualified bids (above fair market value) are reviewed. The adjudication staff produces a qualification report on all qualified bidders.

Policies/Procedures: The bidders must submit an 1140-6 form stating that the bonus bid was arrived at independently. Any evidence of compromise must be submitted to the Washington Director.

Constraints: None.

Input	Process	Output
Qualified Bids	All bids that meet or exceed fair market value are checked by the adjudicator to determine if the bidder is qualified to hold the lease.	
1140-6 Form	The bidder also submits an 1140-6 form which states that the bonus bid was arrived at independently and that bidder did not compromise the lease sale.	
	Any evidence of the sale being compromised is reported to the Washington Director.	Evidence of Compromise
	The adjudication staff prepares a Qualification Report that states the findings for all qualified bidders. All the gathered information is also stored in the Case File.	Case File (Qualification Report)
	The Qualification Report and the Qualified Bids are used to detemine the winning bid.	Qualification Report Qualified Bids

Process Name: Determine High Bidder

Identifier: 1.1.1.1.4.1.1.3.3.3

Parent Process Name: Post Sale Procedures

Description: The sale panel uses the Qualification Report to determine which bidder should be awarded the lease. The winning bidder is sent the Additional Requirements created during impact analysis for his/her approval. The other bids are returned to the bidders. Finally a case file for the new lease is created and the use plats are updated.

Policies/Procedures: The winning bidder must complete the Additional Requirements and return them to the BLM.

Constraints: None.

Input	Process	Output
Qualification Report Qualified Bids	The Qualified Bids and the Qualification Report are used to determine which bidders are qualified to hold a federal lease. The highest bid of the qualified bidders is awarded the lease.	
	A letter stating the decision of the sale panel is drafted and sent to all the bidders.	Sale Decision
Signed Requirements	If the bidder agrees to comply to the additional requirements he/she signs the lease and returns it to the adjudicator.	Additional Requirements
Low Bids	All the qualified bids that were not awarded a lease are retrieved from Accounting and returned to the bidders.	Low Bids

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Serial Register Page	Using the ORCA/ALMRS system, the data entry personnel enters the information taken for the new lease into the computer system. ORCA/ALMRS is used to track the lease.	
Status Report Plats	The Records process uses the lands description supplied by the lease to update the mineral use plats. A copy of the use plat is sent to the adjudicator to be included in the new lease's Case File.	Plat Update Information
	A Case File is created for the new lease. The Serial Register Page and Use Plats, along with all the lease information such as the Additional Requirements, are stored in the file and tracked by Docket.	Case File

Process Name: Antitrust Review

Identifier: 1.1.1.1.4.1.1.3.3.4

Parent Process Name: Post Sale Procedures

Description: Prior to issuing a coal lease, the state director must consult with the Attorney General regarding any antitrust considerations in leasing to the successful bidder(s). The bidder(s) must submit an antitrust review form to the BLM. The form is transferred to the Attorney General. The Attorney General has 30 days to determine if there would be any inconsistencies with the antitrust laws.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ATR 139/140	The BLM requests that the high bidders submit an Antitrust Rewiew form. The form is sent to the Attorney General.	Request Antitrust
Attorney General's Decision	The Attorney General has 30 days to review the information sent by the bidders. If it is determined that issuing the lease would be inconsistent with the antitrust laws, the BLM is notified and the lease is not issued.	
	Non-confidential information is stored in the case file. Other information stays with the Department of Justice.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inspect Lands

Identifier: 1.1.1.1.4.2.1.1.1.1

Parent Process Name: Mining and Exploration Inspection

Description: The BLM authorized officer inspects the lands of a lease or license to determine if the operator is in compliance with the Mining Plan or Exploration Plan. The inspector must visit both active and inactive leases. When inspecting a lease the officer checks for any problems, such as a bad or split roof, water, or a fault; discusses the mining methods with the operator; and generally become acquainted with the mine. The inspector also takes measurement, of the newly mined areas to help validate the mine's production.

Policies/Procedures: The BLM officer is required to inspect an active mine four times a year. He/she is required to inspect an inactive mine only once a year.

Constraints: None.

Input	Process	Output
Report Potential Problems	The Surface Owner, or the Surface Management Agency (SMA) can report any potential problems to the BLM. The inspector would then visit the mine to determine if the problems exist.	
Case File	The inspector retrieves the Mining Plan from the Case File if needed. The inspector attempts to become familier with the workings of the mine in order to better validate the mine's production.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The condition of the mine and any data on new mining activity is written into the inspection report.	Mine Condition
	If the inspector witnesses an undesirable event he/she contacts the Mining Safety and Health Administration (MSHA).	Undesirable Notice

Process Name: Inspection Report

Identifier: 1.1.1.1.4.2.1.1.1.2

Parent Process Name: Mining and Exploration Inspection

Description: The inspector fills out an inspection report using the data gathered during the inspection. The first page of the report is a data entry form for the SLMS database.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Mine Condition	The condition of the mine and any data concerning new mining are used to create the Inspection Report. The new mining data is used to verify the mine's production.	
	A copy of the Inspection Report is stored in the Case File, and another is sent to the state office.	Case File (Inspection Report)
	The number of hours spent while inspecting the mine is stored in the SLMS system in the Inventory Database.	Inspection Data

Process Name: Report Violations

Identifier: 1.1.1.1.4.2.1.1.1.3

Parent Process Name: Mining and Exploration Inspection

Description: If the inspector determines that the operator is not following the mining or exploration plan, he/she will submit some sort of violation report. The violation report can be as simple as requesting the operator submit a minor modification or as serious as submitting a Notice of Noncompliance.

Policies/Procedures: If an operator has not submitted a mining plan for a lease, the lease is considered inactive. Activity on an inactive lease is not allowed, and the operator must stop work immediately.

Constraints: None.

Input	Process	Output
	If the inspector determines that the operator is not following the mining plan, he will request that the operator submit a minor modification. A copy of the request is sent to the Surface Management Agency (SMA) and the Office of Surface Mining (OSM).	Request Minor Modification
	If the inspector determines that the operator's violation is significant enough to damage the lands or the resources, he/she will order the operator to shut down operations until the problem can be resolved. A copy of the order is sent to the SMA, OSM, and any state agencies interested in the mine's activities.	Order Shutdown

Input	Process	Output
	If the operator has been warned with a request for modification and a shutdown order but still does not resolve the violation, the BLM will submit a Notice of Noncompliance. Such a notice can initiate a lease cancelation. A copy of the notice is sent to the SMA, OSM and any state agencies interested in the mine's activities.	Notice of Noncompliance
	If activity has started on an inactive lease, the inspector will order a shutdown, then request that the operator submit a Mining Plan.	Request Mining Plan
	The SLMS Violation, Irregularity Exception, Undesirable Event (VIEU) database is updated with the correct type of violation.	Violation Data
	A copy of any violation documents is stored in the Case File.	Case File

Process Name: Inspect Reclamation

Identifier: 1.1.1.1.4.2.1.1.2.1

Parent Process Name: Reclamation Inspection

Description: The BLM officer oversees any procedures he/she considers critical to the reclamation process. The Environmental Assessment plan for the lease or license states how reclamation is to be accomplished and technical information such as seed mixture, road grading etc.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Reclamation Notice	The operator and the authorized officer are in constant contact throughout the life of a lease or license. When it is determined that a procedure is critical to reclamation, the operator contacts the BLM officer.	
Case File (ED)	The Environmental Document stored in the Case File contains the critical information concerning reclamation for a lease or license. The BLM officer overseeing the reclamation uses the information to insure that the reclamation procedure is proceeding correctly.	
Additional Information	The BLM authorized officer can request any additional information from the operator. The request and response are usually over the phone or simple questions and answers.	Request Information

Process Name: Walk Through Reclamation

Identifier: 1.1.1.1.4.2.1.1.2.2

Parent Process Name: Reclamation Inspection

Description: After the operator has finished reclaiming the land, the BLM invites the operator, the Surface Owner, the Surface Management Agency (SMA), and any interested state agencies to participate in a reclamation walk through. The agencies can make any recommendations concerning the state of the lands and request additional reclamation. The recommendations are used to determine how much bond should be retained.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The BLM invites the operator, the Surface Owner, the SMA and any interested state agencies to participate in a walk through to inspect the lands after reclamation.	Walk Through Notice
Reclamation Recommendation	The operator, the Surface Owner and the agencies make any recommendations concerning the state of the land and the need for any additional reclamation.	
	The Reclamation Recommendations are used to determine how much bond should be retained.	Reclamation Recommendation
Additional Information	The BLM authorized officer can request any additional information from the operator. The request and response are usually over the phone or simple questions and answers.	Request Information

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	A copy of the Walk Through Notice and any additional information supplied by the operator are stored in the Case File.	Case File

Process Name: Determine Bond Retention

Identifier: 1.1.1.1.4.2.1.1.2.3

Parent Process Name: Reclamation Inspection

Description: Using the recommendations from the walk through, the BLM officer determines if any additional reclamation is needed. The operator is contacted and requested to perform the needed reclamation. After the operator has made all the intended changes, the BLM authorized officer determines how much bond should be retained and sends the recommendations to the adjudicator handling the closeout.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Reclamation Recommendation	The recommendations submitted by the Surface Owner and other interested agencies are used to determine how much bond should be retained.	
Reclamation Proof	If the recommendations from the walk through determine that more reclamation is needed, the BLM officer contacts the operator with the new requirements. The operator performs the additional reclamation and then submits proof to the BLM that the reclamation was performed.	Additional Reclamation
	Once the operator has finished performing all the reclamation he/she determines necessary, the BLM determines how much of the bond should be retained. The recommendation is submitted to the adjudicator handling the closeout procedure.	Bond Retention Recommendation

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	All the Reclamation Recommendations from the walk through, any correspondence between the BLM and the operator, and the Bond Retention Recommendation are stored in the Case File.	Case File

Process Name: Verify Monthly Production

Identifier: 1.1.1.1.4.2.1.2.1.1

Parent Process Name: Production Verification

Description: Once a month the operator sends BLM a status report that indicates how much of the leased coal was mined in the previous month. The BLM verifies the report using the data taken during quarterly inspections. The report is also checked against a production report sent to the BLM by the Mineral Management Service (MMS).

Policies/Procedures: The operator is required to send a status report once a month.

Constraints: None.

Input	Process	Output
Monthly Status Report	The operator sends a status report to the BLM once a month.	
Case File (Inspection Reports)	The BLM verifies the numbers on the operator's status report using data collected at the quarterly inspection and by using the maps supplied in the status report to calculate the amount of coal taken from the mine.	
Monthly Production Report	The operator must also submit to MMS the amount of coal mined every month. MMS reports these numbers to the BLM. The numbers from the operator report and those calculated by the BLM are compared with the MMS numbers to determine if any discrepancies exist.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Additional Information	If more information is needed by the BLM or if a minor discrepancy is uncovered, the authorized office will simply contact the operator and attempt to resolve the issue.	Request Information
	The production numbers are stored in SLMS in the Mine plan database.	Verification Data
	The production calculations are also used to track the diligent development requirement and continued operations.	Production Calculations
	The Production Calculations are stored in the Case File.	Case File (Production Calculations)

Process Name: Verify Royalties Paid

Identifier: 1.1.1.1.4.2.1.2.1.2

Parent Process Name: Production Verification

Description: The Mineral Management Service (MMS) sends a royalty report to the BLM quarterly. The BLM uses the production calculations done every month to verify that the amount of royalties paid over the last three months is correct.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Royalty Report	MMS sends a report every three months stating how much royalty was paid on the federal leases.	
Case File (Production Calculations)	The BLM verifies the amount of royalties paid for each mine using the production calculations created each month. The calculations are stored in the Case File.	
Additional Information	If more information is needed by the BLM or if a minor discrepancy is uncovered, the authorized office will simply contact the operator and attempt to resolve the issue.	Request Information

Process Name: Report Discrepancies

Identifier: 1.1.1.1.4.2.1.2.1.3

Parent Process Name: Production Verification

Description: If a discrepancy is uncovered when validating either the monthly production report or the amount of royalties paid and it can not be resolved by contacting the operator, the BLM authorized officer files a discrepancy report. The discrepancy report can be an Exception or Irregularity report or a Notice of Noncompliance.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The BLM contacts the operator if any minor discrepancies are uncovered when attempting to verify the production or royalty numbers. If the operator and the BLM cannot resolve the discrepancy, the BLM files either an Irregularity or Exception report or a Notice of Noncompliance. What type of report is filed is determined by the severity of the problem. Any state agencies controlling mining procedures are notified concerning the discrepancy reports.	Notice of Noncompliance Irregularity Exception
Exception	MMS can contact the BLM if it has determined that some type of discrepancy has occurred when the operator submitted the production numbers. The BLM then produces an Exception report.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	The production calculations stored in the Case File are needed if requested by MMS.	
Request Calculations	At any time MMS can request that the BLM send them the production calculations.	Production Calculations
	All violations are entered into the SLMS system in the Violation, Irregularity/ Exception, Undesirable Event (VIEU) database.	Discrepancy Data

Process Name: Lease Suspension

Identifier: 1.1.1.1.4.2.1.2.2.1

Parent Process Name: Diligent Development and Continued Operations

Description: A mine operator may request that a lease be suspended for a given amount of time. The operator must submit the request to the BLM authorized officer citing the reasons the lease should be suspended. The BLM authorized officer determines if the reasons are valid and if it is in the best interest of the public to issue the suspension.

Policies/Procedures: The authorized officer may suspend the requirements for continued operations and the payment of the advance royalty. The payment of rent and the time table for diligence can be suspended or extended upon the issuance of a suspension.

Constraints: None.

Input	Process	Output
Request Suspension	The mine operator initiates the suspension by submitting an application citing the reasons the suspension is needed. The reasons for the request must not be attributable to the operator or lessee.	
	The BLM authorized officer determines if it is in the public's best interest to issue a lease suspension.	
	The SLMS Diligence database tracks lease suspensions. The dates for tracking lease diligence and continued operations are updated to reflect the suspension.	Suspension Data

Input	Process	Output
	If the BLM authorized officer determines that the request for the suspension is invalid, a Suspension Rejection notice is sent to the operator.	Suspension Rejected
	If the BLM authorized officer determines that the request is in the best interest of the public, the suspension is granted. The operator and the Mineral Management Agency are notified.	Suspension Notice
	A copy of the Suspension Request, the notice, and possibly the rejection are stored in the Case File.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Diligent Development

Identifier: 1.1.1.1.4.2.1.2.2.2

Parent Process Name: Diligent Development and Continued Operations

Description: The BLM allows a mine operator 10 years to produce one percent of the total coal reserves stated in the Maximum Economic Recovery (MER) report. Once the operator produces the required one percent, he/she is said to have met diligence. The authorized officer tracks mine production using the SLMS Diligence database.

Policies/Procedures: The 10-year period for diligent development starts either when a lease is issued, or for leases issued before August 4, 1976, after the next readjustment period.

Constraints: If the operator fails to meet diligence, the lease is cancelled.

Input	Process	Output
Production Calculations	The mine operator is required to submit a monthly status report to the BLM. The BLM authorized officer determines how much coal was mined during the year using the production calculations created during monthly production verification.	
	Once the mine produces one percent of the total coal stated in the MER, the diligence period is over. The BLM notifies the operator and the Mineral Management Service.	Diligence Level Notice

Input	Process	Output
	If the mine does not produce one percent of the coal within the first 10 years, the lease is canceled. A notice stating that diligence was not met and that the lease is to be cancelled is sent to the operator, the Mineral Management Service, and the state office. The state office initiates the cancellation.	Diligence Failure Notice
	The SLMS Diligence database tracks the coal production throughout the first 10 years. The dates for diligence are also tracked.	Diligence Data
	A copy of the Diligence Level Notice and possibly the Diligence Failure Notice are stored in the Case File.	Case File

Process Name: Continued Operations

Identifier: 1.1.1.1.4.2.1.2.2.3

Parent Process Name: Diligent Development and Continued Operations

Description: The continued operations period starts the month after the mine meets diligent development. Continued operations states that the mine must produce one percent of the coal stated in the Maximum Economic Recovery (MER) report per year or the operator must pay advance royalties. The mine is allowed to average the last three years together to fulfill the continued operations requirement.

Policies/Procedures: The operator can make only 10 advance royalty payments over the life of the mine. After 10 payments the lease is cancelled.

Constraints: None.

Input	Process	Output
Production Calculations	The mine operator is required to submit a monthly status report to the BLM. The BLM authorized officer determines how much coal was mined during the year using the production calculations created during monthly production verification.	
	If the amount of coal mined during the year does not meet the continued operations requirement, the BLM notifies the operator that he must pay the difference in advance royalties and any late royalty payment penalties. A copy of the Royalty Payment Notice is sent to the Mineral Management Service (MMS).	Royalty Payment Notice

Input	Process	Output
Request Advance Royalty	If the operator determines that he must pay advance royalties before the continued operations period, he/she can ask the BLM's permission to pay the next year's royalties. By paying the advance royalties ahead of time, the operator avoids any late payment penalties.	
	The operator is allowed to submit up to 10 advance royalty payments. After the tenth, the operator must average one percent over the last three years of mining or forfeit the lease. A notice indicating that the lease is to be cancelled is sent to the operator, MMS, and the state office.	Production Requirement Failure
	The SLMS Diligence database tracks the production of the mine throughout the continued operations period. The system also tracks the production shortage and the advance royalties paid.	Continued Operations Data
	A copy of all the correspondence between the operator and the BLM is stored in the Case File.	Case File

Process Name: Produce Planning Reports

Identifier: 1.1.1.1.4.1.1.2.3.1.1

Parent Process Name: Regional Sale Preparation

Description: The Regional Coal Team (RCT) considers the resource data assembled in the land use plans and the Long Range Market Analysis supplied by the Washington office in order to create a Coal Plan Element Summary. The summary is review by the public and all the voting and nonvoting members of the RCT.

Policies/Procedures: The BLM might request assistance in the production of the summary from other agencies having jurisdiction over the lands. (e.g. the Forest Service).

Constraints: None.

Input	Process	Output
Long Range Market Analysis	The Washington office director (510) produces a long range analysis that forecasts the market for coal and estimates the coal production capacity for the region. The RCT uses the analysis to produce the Coal Plan Element Summary.	
Resource Data	Data from the Land Use Plans for the coal regions is also used to create the summary.	
Plan Assistance	The BLM can request assistance from other government agencies such as the forest service when producing the Coal Plan Element Summary.	Request Assistance
	A copy of the Coal Plan Element Summary is reviewed by the voting and nonvoting members of the RCT. A copy of the summary is available to the public for review.	Coal Plan Element Summary

Input	Process	Output
	A notice announcing the initial meeting of the RCT is published in the Federal Register and sent to all the RCT members. The notice can also state that the Coal Plan Element Summary is available for review and public comments.	RCT Meeting Notice
Comments	The BLM gathers comments from the public concerning the plan summary. The public must have at least 45 days to review the summary.	
	The Long Range Market Analysis, the Coal Plan Element Summary, The meeting notice and any comments from the public are stored in a case file for the planning activities.	Case File

Process Name: Appoint RCT Members

Identifier: 1.1.1.1.4.1.1.2.3.1.2

Parent Process Name: Regional Sale Preparation

Description: The RCT chairperson appoints science advisors and nonvoting RCT members. The science advisors assist the RCT in reviewing the adequacy of data that will be used in delineating coal tracts and in preparing the environmental analyses. Nonvoting members should be representatives from interested government and private agencies. Nonvoting members support better information transfer between the BLM and other interested organizations.

Policies/Procedures: If science advisors are appointed, they are to be individuals with extensive knowledge and expertise that can represent three general areas: management and use of renewable resources; management and development of nonrenewable resources; and reclamation of mined lands and mitigation of mining impacts. They serve as nonvoting members of the RCT.

Constraints: None.

Input	Process	Output
	The RCT chairperson appoints science advisors from outside the BLM. The advisors can come from government and non-government organizations. The reclamation and mitigation techniques advisor should be from the Office of Surface Mining or from a State agency that has primary responsibility for reviewing and approving coal mining permits. The science advisors are appointed at the initial RCT meeting. Any objections to the appointments are noted in the minutes.	SA Appointment

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Non-voting Member	The BLM prepares a letter that briefly outlines the functions of the RCT and the role of the nonvoting members. The letter invites the agency or organization to participate and to designate a specific person to serve as a non-voting member.	Non-Voting Member Invitation

Process Name: Initial RCT Meeting

Identifier: 1.1.1.1.4.1.1.2.3.1

Parent Process Name: Regional Sale Preparation

Description: The Regional Coal Team (RCT) meets to determine if it should continue regional planning, or if regional planning should be deferred, or the region deactivated. The Washington Director is notified concerning the decision. If it is determined that planning should proceed, the RCT develops a planning activities list and a calendar for public participation.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Coal Plan Summary Report Long Range Market Analysis	Using the data gathered when the planning reports were developed, the RCT determines whether coal region production planning should continue. If it is determined that the planning should be deferred or that the region should be deactivated to allow for leasing through application, a notice stating the decision is sent to the Washington Director. The Director publishes the notice in the Federal Register.	Defer Planning Notice
SA Appointment	The appointment of the Science Advisors and any dissenting comments are noted in the minutes of the meeting.	

Input	Process	Output
	If the RCT determines that regional planning should continue, the state director prepares a planning schedule to track and monitor the progress of the regional coal leasing effort. A copy of the plan is sent to the Washington Director.	Planning Activities List
	To improve the effectiveness of public participation the RCT develops a calendar that clearly identifies each point in the activity planning process where public participation is needed. The calendar is made available to the public.	Calendar of Public Participation

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Expression of Interest

Identifier: 1.1.1.1.4.1.1.2.3.2.1

Parent Process Name: Define Coal Tracts

Description: Once it is determined that regional planning should continue, the BLM calls for expression of leasing interest. Each state director is responsible for the issuance of the call for areas within the state that are designated as acceptable for further consideration for coal leasing through approved resource managment plans. Alternatively, the RCT Chairperson may decide to issue one call for the entire region.

Policies/Procedures: The call for interest is published in the Federal Register and in at least one newspaper of general circulation in each affected state. Copies of the notice are sent to all individuals and groups on the region's mailing list.

Constraints:

Input	Process	Output
Interested Parties	A notice calling for expressions of interest in federal coal leases is published in the Federal Register and in at least one newspaper of general circulation in each affected state. The notice is sent to all individuals or groups on the regional mailing list.	Interest Call
Expression of Interest	Any person can submit an expression of interest stating when and where he/she would want a federal coal lease.	
	The BLM acknowledges in writing the receipt of each expression of interest and informs those expressing interest that the expressions will be considered.	Acknowledge Interest

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Coal Data	The science advisors review the data submitted in the expressions of interest and any additional coal data available concerning the proposed lands to determine its adequacy. Additional coal data can come for geologic data gathered during exploration under an exploration license.	
	The science advisors perform a data adequacy review to determine if the quality and quantity of data being used is sufficient for regional activity planning.	
	The science advisors produce a written report for each data adequacy review. The reports are sent to the RCT and are available for the public to review.	Data Adequacy Review Report
	The notice calling for the expression of interest, any interests sent by the public, and the data adequacy reviews are stored in the Case File.	Case File

Process Name: Tract Ranking and Selection

Identifier: 1.1.1.1.4.1.1.2.3.2.4

Parent Process Name: Define Coal Tracts

Description: On completion of tract delineation and preparation of tract profiles, the RCT ranks the tracts in classes of high, medium, and low desirability for leasing using three major categories: coal economics, impact on the natural environment, and socioeconomic impacts. Once the tracts are ranked, the RCT selects tracts to be analyzed in the EIS. Tracts not selected are dropped from consideration for coal leasing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The individual tract profiles are retrieved from the Case Files. The tracts are ranked using three major categories: coal economics, impact on the natural environment, and socioeconomic impacts.	
Comments	Subfactors for each category are determined by the RCT. The RCT can solicit public comments on the subfactors through the Federal Register.	Ranking Subfactors
Ranking Recommendations	The RCT can also solicit recommendations concerning the ranking of the tracts from the Surface Management Agency, the Fish and Wildlife Service, any affected Indian Tribes, and any interested State Agencies.	Request Rankings

Input	Process	Output
	Once the tracts have been ranked the RCT decides which ones should be analyzed in the EIS. Tracts not selected for the EIS analysis are dropped from consideration.	Selected Tracts
	A copy of the request for ranking recommendations, the notice for subfactors in the federal register, a listing of the selected tracts, and any correspondence are stored in the Case File.	Case File

Process Name: Configure Tracts

Identifier: 1.1.1.1.4.1.1.2.3.2.2.1

Parent Process Name: Tract Delineation

Description: The Tract Delineation Team (TDT) uses the data gathered during the expression of interest, the land use plans and any additional coal data to configure the lease tracts. Configuration of tracts usually involves locating on maps areas cleared for further consideration for coal leasing; reviewing coal data and the expressions of interest for possible identification of areas with coal development potential; and reviewing overburden thickness, coal seam and seam thickness, and other pertinent details. The surface ownership is checked to determine if consent has been or will be given.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Expression of Interest	The expressions of interest sent to the BLM by the public contain data concerning the quantity and quality of the coal. The data is used to configure the lease tracts.	
Resource Data	The land use plans state whether the lands may be used for federal coal leases. The land use plans are used to configure the lease tracts.	
Coal Data	Any additional data available to the TDT is used for tract delineation.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Surface Owner Consent	The status of the surface ownership is checked to determine if consent has been or will be granted. The BLM requests consent from any valid surface owners. If a significant number of owners are against surface mining then the BLM might have to restrict configuration to underground mining..	Request Consent
	The proposed configuration of the coal tracts are reviewed by the regional coal team.	Coal Tracts

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Review Proposed Configuration

Identifier: 1.1.1.1.4.1.1.2.3.2.2.2

Parent Process Name: Tract Delineation

Description: The Tract Delineation Team (TDT) reviews the tract configuration by determining the competitive potential, performing an economic review for each tract, and assigning each tract a label that describes the type of mine and its competitive status.

Policies/Procedures: After the competitive and economic review the tracts are assigned a label that provides the RCT, industry, and the public with information early in the regional activity planning process.

The TDT labels the type of tract as follows: 1) New Mine Tract: sufficient quantity and quality of federal coal to justify an independent mine. 2) Mine Extension Tract: Only sufficient quantities to extend the life of an adjacent mine. 3) Bypass Tract: A tract that if not leased, would be bypassed in the reasonably foreseeable future.

The competitive status of the tract is described as follows: 1) Captive Tract: a tract is surrounded by existing or planned mining operations and thus would limit bids on the federal coal to a single company or entity. 2) Noncaptive Tract: A tract located such that there are no barriers that would limit potential bidders.

Constraints: None.

Input	Process	Output
Coal Tracts	After the coal tracts are configured, the TDT determines their competitive and economic status.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Tract Delineation Factors	The TDT uses a list of tract delineation factors to determine which tracts have the greatest potential for enhancing competition. If factors for enhancing competition do exist, the TDT will screen the area more intensively for alternate tract configurations.	
Coal Data	The TDT will examine the coal deposits to determine if other tract configurations would provide better maximum economic recovery of the coal. The configuration is studied to ensure that it maintains or increases competitiveness.	
Surrounding Mine Data Additional Information	The TDT can also check surrounding mining operations by reviewing the Plats and by contacting mine owners to ensure that alternative configurations will not result in future bypass or captive tracts. The TDT also examines cultural or environmental considerations to determine if competition exists while protecting resources.	Request Information

Input	Process	Output
	After the TDT has determined the greatest potential for enhancing competition they prepare an economic review. The review is a rough approximation of the estimated costs of mining and reclaiming a lease, and the estimated revenues to be generated by the mining operations. Finally, the TDT labels each tract describing it, the type of tract, and its competitive status.	Regional Review Data

Process Name: Prepare Tract Profile

Identifier: 1.1.1.1.4.1.1.2.3.2.2.3

Parent Process Name: Tract Delineation

Description: After the Regional Coal Team has reviewed the proposed tract configurations, the science advisors review the adequacy of the planning data used thus far in the process. In addition, the members of the regional coal team review the data independently. After the review, the team prepares a tract profile for each delineated tract.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The science advisors review the quality and quantity of the available data to determine its adequacy. A data adequacy review report is created and reviewed by the regional coal team.	Data Adequacy Review Report
Adequacy Rating	Each member of the regional coal team independently reviews the adequacy of the data and submits an Adequacy Rating to a review council.	
	The Adequacy Ratings are consolidated into a summary rating sheet. The lead state director distributes the summary to the regional coal team members and makes it available to the public.	Summary Rating Sheets
	After the data adequacy review, the regional coal team develops the tract profiles for each delineated tract.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Request Stipulations	If the lands for any tract are controlled by an agency other then the BLM, a request is submitted asking for any stipulations on the tract profiles.	Stipulations
	After the stipulations from the Surface Management Agency are reviewed and incorporated, the tract profiles are sent to the Washington Office Regional Coordinator, and the regional coal team members and are made available to the public.	Tract Profile
	A notice of availability is published in the Federal Register stating that the tract profiles are ready for review.	Notice of Availability
	All the data adequacy reports, the tract profiles, the notice of availability and any correspondence between the BLM and the Surface Management Agency are stored in the Case File.	Case File

Process Name: Produce Technical Paper

Identifier: 1.1.1.1.4.1.1.2.3.2.3.1

Parent Process Name: Regional Leasing Levels

Description: A regional leasing level established by the Secretary serves as the basis for the proposed action in the regional coal EIS. Development of the technical paper is initiated immediately following the call for expression of leasing interest. The technical paper assists the Regional Coal Team (RCT) in its deliberations in formulating the recommendations for the regional leasing level. The paper consists of the regional market analysis and an analysis of other factors that may affect the initial leasing options.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The RCT produces a technical paper that consists of the regional market analysis that may affect the initial leasing options. Factors considered in the development of the paper are potential economic, social and environmental effects, land use planning, and the availability and quality of coal and noncoal resources.	
Leasing Level Advice	The BLM can gather advice from the state governors through their RCT representatives.	
Social Factors	Recommendations from any affected Indian tribes are considered when determining the potential economic, social, and environmental factors.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Regional Review Data	The information contained in the Economic Review Report can be used to determine the economic impact of the leases.	
Resource Data	The Land Use Plans for the region supply land usage data that will aid in the development of leasing levels.	
Coal Data	General information on quantity and quality of coal is also considered in the development of leasing levels.	
Case File	The Expression of Interests and the Long Range Market Analysis are retrieved from the Case File. Both supply information such as expressed industry interest, level of competition, and a projection of future demands.	
	Once the technical paper is completed, it is reviewed and the leasing levels are determined.	Technical Paper

Process Name: Review Leasing Levels

Identifier: 1.1.1.1.4.1.1.2.3.2.3.2

Parent Process Name: Regional Leasing Levels

Description: Once the technical paper is prepared, the RCT submits copies to the public, any affected Indian tribes, and the Attorney General for review. After incorporating the comments, the RCT meets to develop the leasing level recommendation. The recommendation and the technical paper are sent to the Washington Office for consultation and the leasing level decisions.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Technical Paper	After the technical paper is completed, the BLM submits a copy to the Attorney General, the regional coal team, and any Indian tribes for review.	Technical Paper
	A notice stating that the paper is available for public review is published in the Federal Register.	Notice of Availability
Comments	Comments are gathered from anyone reviewing the paper. The comments are folded into the technical paper.	
	Once the RCT has finished updating the technical paper, the leasing level recommendation paper is produced. The level recommendation, the technical paper, and unincorporated comments are sent to the Washington Office Director as the Leasing Level Recommendation Packet.	Leasing Level Recommendation Packet

CHAPTER 5

DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary list all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retreival and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

Data Name	ALMRS Adjudication Data
Abbreviation	
Description	This aggregate element represents all the data entered and retrieved from the ALMRS/ORCA computer system during adjudication processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	ALMRS Issuance Data + Regional Lease Data + ALMRS Closeout Data + Withdrawal Data + ALMRS Readjustment Data

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	ALMRS Closeout Data
Abbreviation	
Description	The action code representing the type of closeout is entered into the ALMRS/ORCA system.
Data Type	Elements
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Closeout Action Code

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	ALMRS Issuance Data
Abbreviation	
Description	The action code indicating that the lease or license has been issued is entered into the ALMRS/ORCA system.
Data Type	Elements
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Issuance Action Code

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	ALMRS Readjustment Data
Abbreviation	
Description	The action code indicating that the lease has been readjusted is entered into the ALMRS/ORCA system.
Data Type	Element
Ability to View	All
Ability to Update	BLM personnel
Definition	$Readjustment Tracking Code

Data Name	Accounting Advice
Abbreviation	
Description	The Accounting Advice is an accounting tracking system receipt that shows fees paid for actions and products created by the BLM. Fees noted are for items such as Filing Fees, Bonus Bids, Rent, etc...
Data Type	Record
Ability to View	BLM Personnel
Ability to Update	Accounting Dept.
Definition	$Subject + $Applicant Information + $Serial Number + $Fee Notice

Data Name	Acknowledge Interest
Abbreviation	
Description	To acknowledge the expression of interest the BLM sends the individual or company a written letter stating that the expression will be processed, and explaining the ranking and tract selection procedures.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Activity Data for Public
Abbreviation	
Description	This aggregate element represents the data sent to the public by the BLM during regional activity planning.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Coal Plan Element Summary + RCT Meeting Notice + Nonvoting Member Invitation + SA Appointment + Tract Data for Public + Market Analysis Availability

Data Name	Activity Data for SMA
Abbreviation	
Description	This aggregate element represents the data sent to the Surface Management Agency by the BLM during regional activity planning.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Nonvoting Member Invitation + Request Assistance + Request Stipulations + Request Ranking + Request SMA Consent + Regional Stipulations

Data Name	Activity Data for Washington
Abbreviation	
Description	This aggregate element represents the data sent to the Washington Office during regional activity planning.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Defer Planning Notice + Planning Activities List + Tract Profile + Leasing Level Recommendation Packet + Sale Schedule + SID

Data Name	Activity Data from SMA
Abbreviation	
Description	This aggregate element represents the data sent to the BLM by the Surface Management Agency during regional activity planning.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	SMA Consent + Ranking Recommendation + Stipulations + Nonvoting Member + Plan Assistance

Data Name	Additional Information
Abbreviation	
Description	Additional information is the response to a request from the BLM. Any time something needs to be clarified, the BLM will contact the applicant or operator. The information can be verbal or written.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	($Minable Reserves + $Exploration Methods + $Mining Methods + $General Information)

Data Name	Additional Payment
Abbreviation	
Description	Any additional payments required by the BLM are submitted by the lessee. The payments are for the balance of the bonus bid, the first year's rental, and the proportionate share of the publication costs.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	$Bonus Bid Balance + $First Year's Rent + $Publishing Cost

Data Name	Additional Reclamation
Abbreviation	
Description	Additional Reclamation is a letter stating that additional reclamation needs to be performed on federal lands. The letter states what must be performed and when it must be completed. The letter also states that failure to perform the reclamation will result in some or all of the bond being retained.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Reclamation Needed + $Timetable

Data Name	Additional Requirements
Abbreviation	
Description	The Additional Requirements letter contains a cover letter that states the general information about the lease or license, the bond recommendation, and any rules concerning the signing of the letter. The stipulations gathered by the adjudicator are consolidated and listed in the letter.
Data Type	Aggregate
Ability to View	All
Ability to Update	Adjudicator
Definition	$Cover Letter + Bond Recommendation + {Stipulations}

Data Name	Adequacy Rating
Abbreviation	
Description	Each member of the Regional Coal Team rates the adequacy of the data from 1 to 4. The data is rated using 4 factors: Stratigraphy, Structure, Areal Extent and Coal Quality.
Data Type	Record
Ability to View	BLM Personnel, Regional Coal Team
Ability to Update	BLM Personnel, Regional Coal Team
Definition	[$Adequacy Factors + $Rating]

Data Name	Antitrust Review Forms
Abbreviation	ATR 139/140
Description	The bidder or lessee fills out the Department of Justice forms listing his/her coal holdings. The data is confidential and is submitted to both the BLM and the Attorney General in a sealed envelope BLM forwards to the Attorney General.
Data Type	Record
Ability to View	Confidential Data
Ability to Update	Lease Bidders, Lessee
Definition	$Bidder's Holdings

Data Name	Applicant to Logical
Abbreviation	
Description	This aggregate element represents the data sent to the BLM by an applicant when processing an LMU application.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	LMU Application + Additional Information + Unmined Coal Info + Proposed Stipulation Reply + Comments + Stipulation Concurrence

Data Name	Applicant's Application Data
Abbreviation	
Description	This aggregate element represents all the correspondence between the applicant and the BLM when reviewing an application for a lease or license.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Request Exploration Plan + Request Qualification + Rejection + Restrictions + Reserve Information + Exploration Plan + Qualifications + Additional Requirements + Signed Requirements + Notice of Invitation + Proof of Publication

Data Name	Application
Abbreviation	
Description	Applications are sent to the BLM state office by a person or company wishing to obtain a lease or a license.
Data Type	Aggregate
Ability to View	Adjudicator, Applicant
Ability to Update	Adjudicator, Applicant
Definition	$Applicant's Name + $Address + $Name of Interested Parties + ($Leased Lands Statement) + $Land Descriptions + $Preliminary EA Data + $Signature + ($Surface Owner Consent) + $Maps + $Preliminary Mining Methods + (Exploration Plan) + (Notice of Invitation) + ($Modification Justification) + ($Emergency Criteria) + (Qualifications)

Data Name	Application Notice
Abbreviation	
Description	The application notice is a letter sent to the governor of the affected state indicating that an application for a coal lease is currently being reviewed.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Approve/Reject Members
Abbreviation	
Description	The Washington office director can approve or reject any member of the proposed sale panel. He/She submits the decision to the lead state director.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Decision

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Attorney General's Decision
Abbreviation	
Description	The Attorney General decides whether the issuance of the lease would be inconsistent with the antitrust laws. The decision can also request additional information from the lessee.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Decision

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Audit Discrepancy
Abbreviation	
Description	If an audit uncovers a discrepancy with the mining system (i.e. the equipment) the BLM inspector will notify the operator. The notice can either be written or verbal depending on the severity of the discrepancy. If the amount of royalties paid is affected by the discrepancy a letter will be drafted and sent to the Mineral Management Service stating the problem and the change in royalty payment.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM Personnel
Definition	[$Letter | $Verbal Notice]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Audit Report
Abbreviation	
Description	An Audit states the general condition of the mining equipment when the scales were certified. If the inspection uncovers any discrepancies in the mining system they are stated in the report along with the solution to the problem.
Data Type	File
Ability to View	All
Ability to Update	BLM Personnel
Definition	$General Mine Information + $Scale Certification Dates + $Mine Equipment Condition + Audit Discrepancy + Discrepancy Solution

Data Name	Bid Information
Abbreviation	
Description	The sale official posts the sale information on the results list during the sale. The name of the bidder, the tract being bid on, and the amount of the bid are posted.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel, Sale Official
Definition	$Bidder's Name + $Tract Name + $Amount Bid

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bid Log
Abbreviation	
Description	A log is created containing the name of the bidder, the tract being bid on, and the date and time the bid was received.
Data Type	Record
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel, Collection Officer
Definition	$Bidder's Name + $Tracts + $Date Received

Data Name	Bid Money
Abbreviation	
Description	Bid money is the bonus bid money collected during the lease sale.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Money

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Acceptance Notice
Abbreviation	
Description	BLM decision that notifies the potential lessee that the bond has been accepted.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Recommendation
Abbreviation	
Description	Bond Recommendation is part of a letter or memo between the adjudicator and either the District office or the Mining Regulation Section. It recommends the amount of bond needed to cover either reclamation, or rental and royalty rates.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Recommendation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Retention Recommendation
Abbreviation	
Description	The recommendation suggests how much of the reclamation bond should be retained by the BLM. The recommendation is a letter sent to the state office, which also states the reasons for any bond retention.
Data Type	Letter
Ability to View	All
Ability to Update	N/A
Definition	$Recommendation

Data Name	Bonus Payment
Abbreviation	
Description	Bonus Payment is all or part of the amount bid at a competitive lease sale or amount paid for a coal lease modification. Bonus parts do not include rent, filing fees, or advertising costs.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	$Bonus Bid

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Calendar of Public Participation
Abbreviation	
Description	The calendar for public participation indicates estimated dates as well as points at which public participation is encouraged. The calendar includes the date for the call for expression of interest, the date of Regional Coal Team Meetings, the date for public participation in the regional EIS, and the date of the final release of the EIS.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel, Regional Coal Team
Definition	$Date of Interest Call + $Date of RCT Meetings + $Date of Draft and Final EIS

Data Name	Case File
Abbreviation	
Description	A Case File is a series of folders that contain all the information needed for a particular process being performed by the BLM. Case Files are controlled by Docket. For coal leases, there are two case files, one at the State and one at the District.
Data Type	Data Store
Ability to View	Parts of a Case File are Confidential.
Ability to Update	BLM personnel
Definition	* See Description *

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Charter Approval
Abbreviation	
Description	The charter approval is notification that the Washington office director and the Secretary of the Interior have approved the draft charter for the regional coal team.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Charter Recommendations
Abbreviation	
Description	The governors of the affected states submit any suggested changes or comments concerning the draft charter for the regional coal team.
Data Type	Data Flow
Ability to View	All
Ability to Update	State Governors
Definition	$Suggested Changes + $Comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Closeout Data
Abbreviation	
Description	The information concerning the lease closeout is entered into the SLMS inventory database.
Data Type	Elements
Ability to View	BLM personnel
Ability to Update	BLM SLMS personnel
Definition	$Closeout Type + $Lease Information

Data Name	Closeout Decision
Abbreviation	
Description	The Closeout Decision states any stipulations from the surface owner and the District or Resource Area offices. It states the financial condition of the lease, and how much bond is to be retained by the BLM for lost resources or reclamation. The letter also states the final decision. There should be no closeout decision unless all stipulations and financial obligations have been met. If there is any reason for bond retention, there should be no closeout.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Stipulations + $Bond Retention + $MMS Financial Standings + $Decision Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Coal Data
Abbreviation	
Description	Data pertaining to the amount of coal reserves in the region can be gathered from several sources. The BLM gathers data from exploration licenses and prospecting permits and performs mineral surveys. Data can also be gathered from private industry and from calls for expressions of interest.
Data Type	Data Flow
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel
Definition	$Coal Reserves

Data Name	Coal Plan Element Summary
Abbreviation	
Description	The plan summary is a compilation of the resource data and land use plan data which identifies additional data requirements and issues to be considered during planning. The summary contains information on the land use plan decision that may affect coal activity in the region and the quality of the data in the land use plan. The summary also highlights any gaps in the data that must be addressed in the activity planning.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	BLM Personnel, Regional Coal Team
Definition	$Area Consideration + $Level of Data + $Gaps in Land Use Plan

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Coal Tracts
Abbreviation	
Description	A coal tract is simply the land description within the production region that is under consideration for a competitive coal lease.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Coal Tracts

Data Name	Comments
Abbreviation	
Description	Comments are remarks from the public, applicant, or Surface Management Agency (SMA) concerning a specific topic. The comments could be gathered from a public hearing. The comments can either be verbal, thus written in the minutes, or written and submitted to the BLM.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	{$Comments}

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Consultation Correspondence
Abbreviation	
Description	This aggregate element represents correspondence between the BLM and individuals and groups during review of an LMU application.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Notice of Availability + Hearing Notice + Request Hearing + Comments

Data Name	Consultation Letter
Abbreviation	
Description	The consultation letter states that the state director has determined a need for a coal production region. The letter requests that the governors of the affected states and the Washington Office Director submit any recommendations concerning the proposed lands and action.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Continued Operations Data
Abbreviation	
Description	The SLMS Diligence database tracks the amount of coal mined while the mine is in the continued operations stage. The database also tracks the start date for continued operations and the amount of advanced royalties paid.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Production + $Production Shortages + $Advanced Royalties Paid + $Start Date

Data Name	Data Adequacy Review Report
Abbreviation	
Description	The science advisors review all data to determine its adequacy. A report is generated after the review and is submitted to the regional coal team.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM Personnel, Science Advisors
Definition	[$Coal Data Adequacy]

Data Name	Defer Planning Notice
Abbreviation	
Description	The Defer Planning Notice states that the findings of the Regional Coal Team when evaluating information such as the long range market analysis determine that regional coal planning should be deferred. The reason for the decision is also stated in the letter.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Deficit Payment Report
Abbreviation	
Description	The Deficit Payment Report indicates which BLM leases have an outstanding rental, royalty, or bonus payment. The report is sent monthly to the BLM.
Data Type	File
Ability to View	Adjudicator
Ability to Update	None, MMS generated report.
Definition	$Lease Name + $General Lease Information + $Deficit Payment Amount

Data Name	Detailed Statement
Abbreviation	
Description	The detailed statement describes the specific information needed for the lease sale. The statement expands on the information in the sale notice. In addition to the information on the sale itself, the statement contains any lease stipulations and restrictions, and information concerning the surface owner.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Date and Time + $Location + $Land Description + $Rent and Royalty Rates + $Mailing Address + $Sealed Bid Requirements + $Surface Owner Information + $Deferred Bonus Payment Requirements + $Issuance Requirements + $Additional Requirements

Data Name	Diligence Data
Abbreviation	
Description	The SLMS Diligence database tracks the amount of coal mined while the mine is in the diligent development stage. The database also tracks the start and expiration date for diligent development.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Production + $Diligence Dates

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligence Data for MMS
Abbreviation	
Description	This aggregate element represents the data sent to the Mineral Management Service when calculating Diligent Development.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Suspension Notice + Diligence Failure Notice + Diligence Level Notice + Royalty Payment Notice + Production Requirement Failure

Data Name	Diligence Data for Operator
Abbreviation	
Description	This aggregate element represents the data sent to the operator by the BLM when reviewing diligent requirements.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Suspension Notice + Suspension Rejection + Diligence Failure Notice + Diligence Level Notice + Royalty Payment Notice + Production Requirement Failure

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligence Failure Notice
Abbreviation	
Description	The failure notice states that the operator did not meet the diligent development requirement. The mine must produce one percent of the coal within the first 10 years. The notice also states that the lease will be terminated.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Diligence Level Notice
Abbreviation	
Description	The level notice states that the operator has crossed the one percent diligent development level and that the mine is now considered in the continued operations phase. The letter states that continued operations starts at the beginning of the next month after diligence is reached.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Discrepancy Data
Abbreviation	
Description	Discrepancy data is tracked in the SLMS Violation, Irregularity/Exception, Undesirable Events (VIEU) database. Mine identification information, type of violation, and any significant dates are entered into the database.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Identification + $Violation Database Elements

Data Name	Discrepancy Solution
Abbreviation	
Description	When a Discrepancy is uncovered by an audit of the mining system the operator and the BLM inspector determine how the problem should be resolved and whether the royalties previously paid need to be adjusted.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	EA Change
Abbreviation	
Description	The EA Change is a notice stating any modification made to the Environmental Assessment. A cover letter accompanies the modification when it is sent to the operator and the Surface Management Agency. The EA Change is stored in the Case File with the original EA.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Cover Letter + $Modification to the EA

Data Name	Environmental Document
Abbreviation	ED
Description	An Environmental Document contains information concerning the effect of the proposed actions on the lands in question. An ED typically contains maps of the region, photos of the land and any protected elements, such as wildlife or surface water, and any restrictions to land use. The ED also contains recommendations for the proposed actions. An Environmental Document is a generic name for an Environmental Assessment (EA), an Environmental Impact Statement (EIS), a Finding of No Significant Impact (FONSI) statement, and a Categorical Exclusion Review (CER).
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Resource Area Office
Definition	$Environmental Data + $Maps + $Photos + Stipulations

Data Name	Evidence of Compromise
Abbreviation	
Description	The sale panel is required to submit any evidence of compromise to the Washington Director concerning a lease sale.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	{$Evidence}

Data Name	Exception
Abbreviation	
Description	An Exception notice is an MS generated letter stating that they have determined some discrepancies with the data sent to them by the mine operator.
Data Type	Record
Ability to View	All
Ability to Update	None
Definition	$Mine Identification + $Type of Exception

Data Name	Exploration Data
Abbreviation	
Description	Exploration Data is information gathered by an operator of an Exploration License or a Prospecting Permit. The data is usually in the form of letters describing any geologic findings for the specific commodity. The operator might also send maps to better decribe lands.
Data Type	Aggregate
Ability to View	Confidential Data; BLM personnel and Operator only
Ability to Update	Operator
Definition	$Maps + $Geologic Data

Data Name	Exploration Plan
Abbreviation	
Description	The applicant must submit an Exploration Plan that determines the existence and workability of the mineral deposit. The plan consists of personal data on the operator, maps and photos showing surface water, vegetation, wildlife, etc., and schedules for exploration and reclamation. The plan must show exploration methods as well as environmental protection methods. Exploration plans can also be submitted for lands in an already leased area.
Data Type	File
Ability to View	All
Ability to Update	BLM Personnel, Operator
Definition	$Responsible Personnel Data + $Land Description + $Exploration Methods + $Environmental Prevention Methods + $Reclamation Schedule

Data Name	Expression of Interest
Abbreviation	
Description	The expression of interest sent by interested individuals states the desired location for a lease, the quantity and type of coal, the development timeframe, proposed use of the coal, technical, geologic, and engineering data, and any pending contractual arrangements for surface use.
Data Type	File
Ability to View	All
Ability to Update	Public
Definition	$Interest in Coal Lease + $Location of Interest + $Quantities + $Type of Coal + $Timeframe for Development + $Proposed Coal Use + $Engineering Data + $Surface Use

Data Name	Fair Market Value Report
Abbreviation	
Description	The fair market value report states the findings of the mining engineer when researching the current quality, quantity, and demand for the mineral in the area for the proposed lease sale. The report calculates the quantity and quality of the mineral and states a fair market value for the bonus bid.
Data Type	FMV
Ability to View	BLM Personnel; Confidential Information
Ability to Update	BLM Personnel, Mining Engineers
Definition	$Research Findings + $Quality and Quantity Calculations + $Maps + $Recommendation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Filing Fee
Abbreviation	
Description	The filing fee is the required fee charged for filing an application.
Data Type	Elements
Ability to View	All
Ability to Update	N/A
Definition	$Fee of Filing

Data Name	Financial Standings
Abbreviation	
Description	The Mineral Management Services replies to a request from BLM by supplying a letter stating the financial condition of a specified lease. The letter states if the lease is in good standing or what is delinquent and what would be required to bring the account to good standing.
Data Type	Record
Ability to View	BLM
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Geology Report
Abbreviation	
Description	The Geology Report contains the findings of the geology department concerning the determination of a Known Mineral Resource Area (KMRA). The reports are also used to determine land value for Use Permits and mineral value for Preference Right Leases.
Data Type	File
Ability to View	BLM Personnel Only
Ability to Update	Geology Dept.
Definition	$Known Mineral Resource Area Determination + $Exploration/Mining Recommendations + $Land Value

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Government Regional Data
Abbreviation	
Description	This aggregate element represents the correspondence between state and federal government agencies and the BLM during coal production region processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Nonvoting Member Invitation + Notice of Change + Request Ranking + SA Appointment + Nonvoting Member + Ranking Recommendation

Data Name	Governor Regional Data
Abbreviation	
Description	This aggregate element represents the correspondence between the affected state governors and the BLM during coal production region processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Region Recommendations + Charter Recommendations + New Region Data for Governors + Request Regional Information + Notice of Change + Regional Information + Leasing Level Advice + Regional Stipulations

Data Name	Governor to Process Lease
Abbreviation	
Description	This aggregate element represents the data sent to the BLM by the state governors when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Governor's Representative + Governor Regional Data + Comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Governor's Representative
Abbreviation	
Description	In response to the request for a non-voting sale panel member, the governor submits to the BLM the name of his/her representative.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Individual's Name

Data Name	Grant R2P2 Suspension
Abbreviation	
Description	If the BLM authorized officer feels it is in the best interest of the public and the government to issue a suspension of the R2P2 3-year requirement, then he/she notifies the operator in writing granting the request.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Hearing Notice
Abbreviation	
Description	The Hearing Notice for a public hearing states when and where the meeting is to be held and the topic of discussion. The notice has three different forms. The first is a letter sent to the applicant and the Surface Management Agency (SMA). The second is a memo posted in the public room of the appropriate BLM office. The third is a notice published in a local newspaper and the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Date/Time of Hearing + $Location of Hearing + $Topic + $Land Description + $Supplementary Information

Data Name	Hearing Transcript
Abbreviation	
Description	The minutes of a public hearing held by the BLM are made available to the public. The transcript states in detail the events that took place at the hearing.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Letter

Data Name	Improperly Marked Bids
Abbreviation	
Description	The envelope containing the bid must clearly identify its contents as a bid for a solids lease. The envelope must state the name of the tract, the date of the sale, and the bidder's name.
Data Type	Aggregate
Ability to View	None
Ability to Update	Bidder
Definition	Lease Bids

Data Name	Independent Price Determination Certificate
Abbreviation	1140-6 Form
Description	Thr 1140-6 form states that the bidder arrived at his bonus bid independently, without contacting other potential bidders or receiving inside information. It also states that the bidder has not disclosed the bid amount to anyone. The qualified bidders must fill in the company information and sign the form.
Data Type	Record
Ability to View	All
Ability to Update	Bidder
Definition	$BLM Form + $Bidder Information + $Signature

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection Data
Abbreviation	
Description	The number of hours spent inspecting a mine is stored in the SLMS inventory database.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Inspection + $Hours Spent

Data Name	Inspection Report
Abbreviation	
Description	An Inspection Report is filed after every mine inspection. The cover page of the report is a data entry form for the SLMS database. The report states the purpose and type of the trip, the general condition of the mine, and any measurement taken during the trip. The measurements are used to verify production.
Data Type	Aggregate
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel
Definition	$General Mine Information + $Type & Purpose of Inspection + $BLM Inspector's Name + $Total Hours Spent + $Noncompliance Condition Encountered + $Undesirable Event Encountered + $Mine Description & Condition + $Mining Measurements

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection Violations
Abbreviation	
Description	Inspection Violations are all the types of notices sent to the operator if a problem is uncovered.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel
Definition	Order Shutdown + Notice of Noncompliance + (Request Minor Modification) + (Request Mining Plan) + (Exception) + (Irregularity)

Data Name	Inspection to MMS
Abbreviation	
Description	This aggregate element represents the data sent to the Mineral Management Service by the BLM during an inspection.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Production Calculations + Diligent Data for MMS + Discrepancy Solution + Audit Discrepancy

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection to Operator
Abbreviation	
Description	This aggregate element represents the data sent to the mine operator during a mine inspection.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Walk Through Notice + Inspection Violations + Request Information + Additional Reclamation + Production Data for Operator + Audit Discrepancy + Investigation Information + Mine Restoration Reclamation

Data Name	Inspection to State Agencies
Abbreviation	
Description	This aggregate element represents the data sent to any interested state agencies by the BLM when inspecting a coal mine.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Order Shutdown + Notice of Noncompliance + Walk Through Notice + Exception + Irregularity

Data Name	Interest Call
Abbreviation	
Description	The interest call published in the federal register and a local newspaper requests the interested parties submit an expression of interest. The notice indicates where to submit the expression and that all data will be made available to the public.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Newspaper Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Interest in Exploration
Abbreviation	
Description	This is a letter sent to the BLM expressing interest in helping the applicant explore the lands specified in the Notice of Invitation.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Interested Parties
Abbreviation	
Description	The BLM mailing list contains the name, address and phone number of people or companies interested in leasing specific commodities. The mailing list is used to distribute sale notices.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel
Definition	[$Interested Parties General Information]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inventory Data
Abbreviation	
Description	Inventory Data is information from the application that is entered into the SLMS inventory database. The inventory database tracks the action proposed in the application.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Application Information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Investigation Information
Abbreviation	
Description	The BLM inspector might participate in an investigation following an undesirable event. The data gathered at the investigation would help determine if the mining plan was at fault at the time of the event.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Information

Data Name	Irregularity
Abbreviation	
Description	An Irregularity Report is a violation report less severe than a Notice of Noncompliance, stating that some problem was uncovered during production verification. The report states a solution and gives a timetable for resolution of the problem.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Mine Identification + $Cited Problem + $Solution + $Timetable

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Issuance Data
Abbreviation	
Description	The SLMS Inventory database tracks all leases, licenses, and permits. The name of the lease, formal land description and the date of issuance, along with all the personal information on the lessee is entered into the system.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Date Issued + $Tracking Data

Data Name	LMU Application
Abbreviation	
Description	An application for a Logical Mining Unit contains data needed to fulfill the formation criteria. The LMU application states all the federal and non-federal coal leases that are to be included in the unit. It must show that the proposed operator has the right to mine those mines as one operation. The application must also contain information about federal coal that is to be bypassed, or unmined. The application must contain data to allow the BLM to determine the maximum economic recovery of the coal for the LMU. Additional information such as a preliminary mining schedule for the 40 year mine out requirement, and a draft R2P2 for the LMU are also part of the application.
Data Type	Aggregate
Ability to View	BLM Personnel; Confidential Data
Ability to Update	Adjudicator, Applicant
Definition	$Operator Personal Info + $Included Coal Lease Serial Numbers + $Land Description + $Coal Reserves Description + $Surface Owner Agreement + $Lessee's Agreement on one Operator + $Data for MER + $Preliminary Schedule + $Change in R2P2

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	LMU Approval
Abbreviation	
Description	The LMU Approval is a cover letter stating that the logical mining unit has been approved. The letter states that the LMU is capable of being developed efficiently as one operation, that the lands described for the LMU are contiguous, that the mining operation will achieve maximum economic recovery of the federal coal, and that the total lands do not exceed 25,000 acres. The letter states that if the applicant does not respond within 30 days the LMU will not be granted. Finally, the stipulations for the LMU are usually included with the cover letter.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Cover Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	LMU Data
Abbreviation	
Description	LMU Data is information needed to track the operations of the logical mining unit. Data such as production figures, diligent development data, continued operation data, significant dates, and general mining information is stored in the SLMS LMU database.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Application Information + $Land Description + $Suspension Dates + $Appeal Data + $Continue Operation Data + $Diligent Development Data + $Production Data + $Lease Serial Numbers + $LMU Dates

Data Name	LMU Direction
Abbreviation	
Description	The BLM can direct a lessee to form a logical mining unit if the authorized officer feels it would increase the coal recovery.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	LMU Stipulations
Abbreviation	
Description	Information gathered during the public review and from government agencies is consolidated into a set of stipulations for the logical mining unit. The stipulations can modify or restrict the lands proposed for the unit or change the mining procedures or the schedule.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	[$Recommendations + $Restrictions + $Modifications]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Condition
Abbreviation	
Description	The Surface Management Agency states the condition of the lands where a lease is being closed out. The letter also recommends a bond amount that should be retained.
Data Type	Record
Ability to View	Adjudicator
Ability to Update	BLM personnel, and Surface Management Agency
Definition	$Letter

Data Name	Land Usage Recommendations
Abbreviation	
Description	Recommendations concerning land usage for Exploration or Mining can be submitted to the BLM inspector. The recommendations can be either verbal, at the time of a walk through, or written and submitted to the BLM inspector.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lease
Abbreviation	
Description	A formal lease contains the lease form stating all the legal information, the land description and all additional requirements with which the lessee must comply. The lease also contains the lessee's signature and the state director's signature.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel, Lessee
Definition	$Lease Form + $Land Description + Additional Requirements + $Lessee Information + $Signature

Data Name	Lease Bids
Abbreviation	
Description	The lease bids are sent to the BLM for a competitive sale. The bid contains the name and information of the company submitting the bid, the name of the lease being bid on, and a check for the bonus bid.
Data Type	Aggregate
Ability to View	BLM Personnel; Confidential Data
Ability to Update	Bidder
Definition	$Bidder Information + $Lease Tract + $Bid Payment

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Leasing Level Advice
Abbreviation	
Description	The governors of the affected states can advise the regional coal team when developing leasing levels.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendations

Data Name	Leasing Level Recommendation Packet
Abbreviation	
Description	The leasing level recommendation packet consists of a recommendation letter, any dissenting recommendations from the Regional Coal Team members, the Governor's comments, and public comments. The recommendation letter consists of the leasing level recommendations, the reason for the recommendation, and any reference information.
Data Type	Aggregate
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$RCT Recommendation Paper + $Dissenting Recommendations + Comments + $Governor's Comments

Data Name	Lessee Adjudication Data
Abbreviation	
Description	This aggregate element represents the data sent between the lessee and the BLM during adjudication processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Signed Lease + Signed License + Additional Payment + Lease + License + Request Payment + Notice of Execution + Closeout Decision

Data Name	License
Abbreviation	
Description	A formal license contains the license form stating all the legal information, the land description and all additional requirements with which the licensee must comply. The license also contains the license's signature and the state director's signature. A license can be for an exploration license or a license to mine.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel, Licensee
Definition	$License Form + $Land Description + Additional Requirements + $License Information + $Signature

Data Name	Logical to Applicant
Abbreviation	
Description	This aggregate element represents the data sent to the applicant by the BLM when processing an LMU application.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	LMU Direction + Request Information + Rejection + LMU Approval + Request Unmined Info + Proposed LMU Stipulations + Hearing Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Logical to Public
Abbreviation	
Description	This aggregate element represents the data made available to the public by the BLM when processing an LMU application.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Consultation Correspondence + LMU Application + Hearing Transcript + Notice of Proposed Decision

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Long Range Market Analysis
Abbreviation	
Description	The long range market analysis consists of coal production forecasts, coal productive capacity estimates, and a trend analysis. The purpose of the analysis is to assess the need to initiate regional activity planning based on market information. The productive capacity reflects the coal that is available for production from federal, state, and private mines within the region. The production forecasts are gathered from the National Coal Association, the U.S. Department of Energy and private companies. Trend analysis is typically calculating the current reserves and the projected production to determine the need for federal coal lease.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	BLM Personnel, Washington Office
Definition	$Coal Production Forecasts + $Coal Productive Capacity Estimates + $Trend Analysis

Data Name	Low Bid
Abbreviation	
Description	The low bid is any bid that does not meet the fair market value or is not the highest bid submitted for a particular lease.
Data Type	Aggregate
Ability to View	The sale officer at the lease sale, the unsuccessful bidder
Ability to Update	None
Definition	Coal Lease Bid

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	MMS Adjudication Data
Abbreviation	
Description	This aggregate element represents the correspondence between the Mineral Management Service and the BLM during adjudication processes.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Reserve Information + Process Lease to MMS + Closeout Decision + Deficit Payment Report + Terms Violation + Financial Standings

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	MMS Reports
Abbreviation	
Description	The reports that the Mineral Management Service sends the BLM in order to validate mine production.
Data Type	Aggregate
Ability to View	BLM Personnel; Confidential Data
Ability to Update	None; MMS Reports
Definition	Monthly Production Report + Royalty Report

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	MMS to Inspection
Abbreviation	
Description	This aggregate element represents the data sent to the BLM by the Mineral Management Service during a mine inspection.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	MMS Reports + Exception + Request Calculations

Data Name	Market Analysis
Abbreviation	
Description	The Market Analysis provides suggested methods and information sources to aid in an analysis of the current coal market and the marketability of the federal coal tract. The analysis consists of the current regional coal supply, the current and forecasted regional demand for coal, any recent mining activity, an assessment of any immediate changes that may occur in the market, and the current marketability of the coal tracts.
Data Type	File
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel
Definition	$Current Coal Supply + $Forecast Demand + $Mine Activity + $Changes in the Region + $Marketability of Tracts

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Maximum Economic Recovery Report
Abbreviation	MER
Description	The maximum economic recovery report states the findings of the mining engineers when researching the current quality and quantity for the mineral in the area for the proposed lease sale. The report calculates the quantity and quality of the mineral and states the quantity of the mineral available and the desired mining methods.
Data Type	File
Ability to View	BLM Personnel; Confidential Information
Ability to Update	BLM Personnel, Mining Engineers
Definition	$Research Findings + $Quality and Quantity Calculations + $Maps + $Mining Methods + $Minable Quantities

Data Name	Methods to Operator
Abbreviation	
Description	This aggregate element represents the data sent to the mine operator by the BLM when reviewing a request for a modification to the EA/EIS or the mining plan.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Request Mining Modification + Modification Rejection + EA Change + Plan Change

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mine Condition
Abbreviation	
Description	Mine Condition is the notes and calculations taken during an inspection by the BLM inspector. The data is used to produce the inspection report.
Data Type	Data Flow
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Inspector
Definition	$General Mine Condition + $Mine Measurements

Data Name	Mine Information Form
Abbreviation	MIF
Description	A Mine Information Form is a Mineral Maangement Service report that is filled out by the BLM when a mine plan has been verified. The form states information about the new mine and the operator and is needed by MMS in order to track rent and royalty payments.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel, MMS Personnel, Mine Operator
Definition	$Operator Name + $MMS Operator Number + $Report Period + $Mine Name + $MSHA Mine Number + $LMU + $Status Code + $Mine Product + $Previous Operator's MMS Number + $Method Code + [$Line Number] + $Action Code + $MMS Number + 1[$Mine Type]4] + $Contact Name + $Phone Number + $Signature

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mine Restoration Recommendation
Abbreviation	
Description	The BLM inspector might make a recommendation concerning the restoration of a mine after an undesirable event has occurred. The recommendation would be tailored to the recovery of the resource. The recommendation can be either verbal or written.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendation

Data Name	Mining Modification
Abbreviation	
Description	A Mining Modification is a request sent by the mine operator asking for a change in the Mining Plan or the Environmental Assessment. The request is usually made over the phone then followed by a letter stating the modification.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Request

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining Modification Data
Abbreviation	
Description	The SLMS Mine Plan database tracks the status of major modifications to the Mining Plan and the number of minor modifications submitted each year.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Status of Major Mod's + $Number of Minor Mod's

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining Plan
Abbreviation	
Description	The Mining Plan explains in detail how the coal is to be mined. The BLM is only responsible for reviewing and approving the Resource Recovery and Protection Plan (R2P2).
Data Type	File
Ability to View	BLM Personnel, Operator
Ability to Update	BLM, Lease Operator
Definition	Resource Recovery and Protection Plan + $Detailed Mine Operations Data

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining Plan Data
Abbreviation	
Description	The data for a validated mining plan is entered into the SLMS Mine Plan database.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Plan Database Elements

Data Name	Modification Rejection
Abbreviation	
Description	The Modification Rejection is a letter sent to the operator if the request for a mining modification has been rejected.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Monthly Production Report
Abbreviation	
Description	The Mineral Management Service's (MMS) Monthly Production Report states the amount of minerals mined on the federal leases for the past month. The production figures are submitted to MMS by the mine operator.
Data Type	File
Ability to View	BLM Personnel; Confidential Data
Ability to Update	None; MMS Report
Definition	$Mine Identificaton + $Production Figures

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Monthly Status Report
Abbreviation	
Description	The Monthly Status Report states how much of the mineral was mined during the past month. The report contains maps of the mine showing where the activity took place. The report also contains the calculations used to determine the amount of minerals mined for the month.
Data Type	Aggregate
Ability to View	BLM Personnel, Mine Operator; Confidential Data
Ability to Update	Mine Operator
Definition	$General Mine Information + $Report Month + $Amount Mined + $Mining Location + $Mine Maps

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Lease
Abbreviation	
Description	The new terms for the coal lease are written up and sent to the lessee.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel, Adjudicator
Definition	$Coal Lease + New Terms

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Region Data for Governors
Abbreviation	
Description	This aggregate element represents the data sent to the governors of the affected states by the BLM when a new production region is being reviewed.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Consultation Letter + Region Unnecessary + Voting Member Invitation + RCT Charter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Region Data for Washington
Abbreviation	
Description	This aggregate element represents the data sent to the Washington Office by the Regional Coal Team when reviewing a new coal production region.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Region Unnecessary + Consultation Letter + Region Designation Request + RCT Charter + RCT Member List

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Region Notice
Abbreviation	
Description	The New Region Notice designates a new coal production region and describes the land affected. The notice is published in the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Federal Register Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Terms
Abbreviation	
Description	The terms from the Surface Management Agency, the rental and royalty levels set by the Washington office, the bond recommendations, stipulations set forth in the EA/EIS, and any additional terms set by the BLM staff are consolidated into new terms for the Lease.
Data Type	Aggregate
Ability to View	BLM personnel
Ability to Update	BLM personnel
Definition	Term Recommendations + Bond Recommendations + Stipulations + Rental & Royalty Levels + $Any New BLM Terms

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Nonvoting Member
Abbreviation	
Description	The name of the representative for the state, federal or private agency that will act as a nonvoting member is submitted to the Regional Coal Team.
Data Type	Data Flow
Ability to View	All
Ability to Update	Pubic, Government Agency
Definition	$Member's Name

Data Name	Nonvoting Member Invitation
Abbreviation	
Description	An invitation is sent to the several federal and state agencies reqeusting they submit the name of an individual who will act as a nonvoting member in the regional coal team. The invitation also requests the name of an alternate member.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Invitation

Data Name	Noticc Requesting Comments
Abbreviation	
Description	The notice requesting comments is either a letter sent to the Washington Office Director or a notice published in the Federal Register and a local newspaper. The notice requests that any interested party comment on the fair market value report and the maximum economic recovery report.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	[$Letter | $Newspaper Notice]

Data Name	Notice of Availability
Abbreviation	
Description	A notice of availability states that a document produced by the BLM is available for review and comments. The notice can either be a letter sent directly to an individual or agency or can be a notice published in a local newspaper or the Federal Register. The notice describes the document that is available and where it can be obtained.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	[$Letter | $Newspaper Notice]

Data Name	Notice of Change
Abbreviation	
Description	The Notice of Change is either a letter sent to the state governors and any interested parties or a notice published in the Federal Register. The notice states the background information concerning the region, the description of the change to be made to the region, the reasons for change, a summary of any views expressed by the RCT members or the state governors, any public comments, and information regarding leasing in the area deleted from the production region.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	[$Letter | $Federal Register Notice]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plan Approval
Abbreviation	
Description	When the Mining Plan or Exploration Plan is approved, a cover letter is created stating approval and that the operator is required to send exploration data to the BLM and report production figures to the Mineral Management Service. The Plan Approval letter is the cover letter for any stipulations concerning the plan.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plan Assistance
Abbreviation	
Description	A Surface Management Agency (SMA) assists the Regional Coal Team in producing the Coal Plan Element Summary. The SMA would supply information for lands under their jurisdiction.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Information

Data Name	Plan Change
Abbreviation	
Description	The Plan Change is a notice stating any modification made to the Mining Plan. A cover letter accompanies the modification when it is sent to the operator and the Surface Management Agency. The Plan Change is stored in the Case File with the Original Mining Plan.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Cover Letter + $Modification to the Mining Plan

Data Name	Plan Rejection
Abbreviation	
Description	The BLM notifies the operator if either the mining plan or an exploration plan is rejected. The letter states why the plan was rejected.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Activities List
Abbreviation	
Description	The activities list provides a sequence of events for the regional coal activity planning process. The items are assigned dates and state if other items must be completed before the processing can continue.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel, Regional Coal Team
Definition	{$Planning Activities + $Dates}

Data Name	Plans to Operator
Abbreviation	
Description	This aggregate element represents the data sent to the mine operator by the BLM when reviewing mining and exploration plans.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Walk Through Notice + Stipulations + Plan Approval + Grant R2P2 Suspension + Request Information + Plan Rejection

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plat Update Information
Abbreviation	
Description	If the adjudicator determines that changes are needed in the land description, he/she sends information to the Records Department.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Information

Data Name	Post Sale Data for Bidder
Abbreviation	
Description	This aggregate element represents the data sent to the lease bidder by the BLM during the post sale review.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Sale Decision + Low Bids + Additional Requirements + Request Antitrust

Data Name	Process Lease to Bidder
Abbreviation	
Description	This aggregate element represents the data sent to a bidder by the BLM when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Improperly Marked Bids + Unqualified Bids + Request Tiebreaker + Post Sale Data for Bidder

Data Name	Process Lease to Governor
Abbreviation	
Description	This aggregate element represents the data sent to the governors of the affected states by the BLM when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Hearing Notice + Application Notice + ED + Rejection + Governor Regional Data + Request Member + Lease

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Process Lease to MMS
Abbreviation	
Description	This aggregate element represents the data sent to the Mineral Management Service by the BLM when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Bonus Payment + Lease + License + Bond Acceptance Notice

Data Name	Process Lease to Public
Abbreviation	
Description	This aggregate element represents the data made available to the public by the BLM when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Hearing Notice + Notice of Invitation + Regional Data for Public + Notice Requesting Comments + Sale Notice + Detailed Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Process Lease to SMA
Abbreviation	
Description	This aggregate element represents the data sent to the Surface Management Agency by the BLM when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Lease + License + Bond Acceptance Notice + Sale Notice + Sale Minutes + Hearing Notice + Request Recommendation + Activity Data for SMA

Data Name	Production Calculations
Abbreviation	
Description	Production Calculations are computed and stored on a form. The form tracks the tonnage reported by MMS, the tonnage reported by the company, and the calculations of tonnage made by the BLM, for the entire year. The form is updated monthly.
Data Type	Record
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel
Definition	$Mine Identification + 1[$Reported Tonnage MMS + $Calculated Tonnage Company + $Calculated Tonnage BLM]12

Data Name	Production Data for Operator
Abbreviation	
Description	This aggregate element represents the data sent to the operator by the BLM during production verification.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Request Information + Notice of Noncompliance + Exception + Irregularity + Diligence Data for Operator

Data Name	Production Data from Operator
Abbreviation	
Description	This aggregate element represents the data sent to the BLM from the operator during production verification.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Monthly Status Report + Additional Information + Request Suspension + Request Advance Royalty

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Production Requirement Failure
Abbreviation	
Description	The production failure notice states that the operator failed to mine one percent of the coal (averaged over the previous three years), and that the operator is no longer qualified to pay advanced royalties. A mine can pay advanced royalties only ten times. The letter states that the lease will be terminated.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Proof of Publication
Abbreviation	
Description	To prove that the Notice of Invitation was published in a local newspaper, either the applicant or the newspaper editor sends a written statement and optionally a copy of the notice to the BLM office.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Written Proof + ($Published Notice of Invitation)

Data Name	Proposed LMU Stipulations
Abbreviation	
Description	Information gathered during the public review and from government agencies is consolidated into a set of stipulations for the logical mining unit. Before the stipulations become final, they are reviewed by the applicant. The applicant can reply to the stipulations before they are incorporated into the LMU.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	LMU Stipulations

Data Name	Proposed Panel
Abbreviation	
Description	The state director sends a list of proposed sale panel members to the Washington Office Director for his/her review. The list consists of the panel members' names and qualifications.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel
Definition	{$Panel Member Data}

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Proposed Stipulation Reply
Abbreviation	
Description	The applicant sends the BLM authorized officer a reply to the proposed stipulations for the logical mining unit. The applicant can agree or disagree with the stipulations and can request changes.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Protest Reply
Abbreviation	
Description	The Protest Reply is a letter responding to the Readjustment Protest letter sent to the BLM. The letter details the reasons for the lease and any changes in terms because of the protest. As the final BLM action, the Protest Reply allows the lessee to appeal to the IBLA to determine the matter through an appeal.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Public to Logical
Abbreviation	
Description	This aggregate element represents the data sent to the BLM by the public when processing an LMU application.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Comments + Consultation Correspondence + LMU Application + Hearing Transcript

Data Name	Public to Process Lease
Abbreviation	
Description	This aggregate element represents the data submitted to the BLM by the general public when processing a coal lease.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Comments + Interest in Exploration + Expression of Interest + Non-Voting Member

Data Name	Qualification Report
Abbreviation	
Description	A report stating the qualifications for each bidder is used to help determine the winning bid. The qualifications contain the citizenship of the bidder and his/her lease holdings. The amount of acreage that a person can hold in a given state is restricted by the CFR.
Data Type	Set
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	{$Bidder's Qualifications}

Data Name	Qualifications
Abbreviation	
Description	The qualifications are either a letter submitted to the BLM or a BLM form filled out and sent back to the adjudicator. The letter or form must state the name, age, and citizenship of the applicant. If the applicant is a corporation, the letter or form must state the name of the company, the authorized officer, and the names of the stockholders.
Data Type	File
Ability to View	BLM Personnel, Applicant; Confidential Data
Ability to Update	Applicant
Definition	$Citizenship + $Mineral Holdings + ($Corporation Qualifications)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Qualified Bids
Abbreviation	
Description	Qualified Bids are any bids that meet or exceed the fair market value for the commodity set by the BLM.
Data Type	Aggregate
Ability to View	BLM Personnel
Ability to Update	None
Definition	Lease Bids

Data Name	R2P2 Suspension Application
Abbreviation	
Description	An R2P2 Suspension Application is a request sent by the mine operator to the BLM for a suspension of the 3-year R2P2 requirement. The operator is required to submit the R2P2 within 3 years of being awarded a federal coal lease.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Ranking Subfactors
Abbreviation	
Description	A notice published in the Federal Register lists subfactors that are to be considered when ranking the coal tracts. The subfactors further define the 3 factors used to rank the tracts (Coal Economics, Environmental Impact, Socio-Economic Impacts). The notice request comments from the public.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Federal Register Notice

Data Name	Readjust to Lessee
Abbreviation	
Description	This aggregate element represents the data sent to the lessee from the BLM during lease readjustment procedures.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Protest Reply + New Lease + New Terms + Request Antitrust + Readjustment Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Readjusted Lease Notice
Abbreviation	
Description	The BLM notifies the lessee stating that the lease is readjusted.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Readjustment Data
Abbreviation	
Description	The SLMS system has an entire database allocated for the readjustment procedures. The data represents all the needed information to correctly track the readjustment lease.
Data Type	Set
Ability to View	BLM personnel
Ability to Update	BLM SLMS personnel
Definition	$SLMS Readjustment/Renewal database elements

Data Name	Readjustment Notice
Abbreviation	
Description	This notice informs the lessee that his/her lease is up for readjustment. This notice is typically sent out two years before the end of the readjustment period (20 years).
Data Type	Record
Ability to View	All
Ability to Update	Adjudicator
Definition	$Letter

Data Name	Readjustment Protest
Abbreviation	
Description	A letter stating that the lessee wishes to protest the new lease terms and stating what new terms are not to the lessee's likings must be sent to the BLM within 60 days of receiving the new terms.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reclamation Data for Operator
Abbreviation	
Description	This aggregate element represents the data sent to the operator by the BLM when reviewing reclamation procedures.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Reclamation Notice + Additional Information + Reclamation Recommendation + Reclamation Proof

Data Name	Reclamation Notice
Abbreviation	
Description	A reclamation notice is simply a phone call or letter to the BLM inspector indicating when any critical reclamation is to be performed on a lease, license, or permit.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reclamation Proof
Abbreviation	
Description	Reclamation proof states that the additional reclamation requested by the BLM was performed. The notice can be verbal or written.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Reclamation Recommendation
Abbreviation	
Description	Recommendations concerning the reclamation of federal lands are submitted to the BLM inspector either verbally during the reclamation walk through or in writing after the inspection.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Region Change Request
Abbreviation	
Description	The change request consists of a cover letter recommending that the proposed change be accepted and the Notice of Change for the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Cover Letter + Notice of Change

Data Name	Region Designation Request
Abbreviation	
Description	The state director sends the Region Designation Request to the Washington Office recommending that the new coal production region be approved. The request also contains the New Region Notice for the Federal Register.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Cover Letter + New Region Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Region Recommendations
Abbreviation	
Description	The BLM consults with the Washington Office Director and the governors of the affected states to determine if a coal production region should be established.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Region Unnecessary
Abbreviation	
Description	A letter stating that the coal production region under consideration is unnecessary and that leasing will continue using the application method.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Regional Change Announcement
Abbreviation	
Description	The announcement states the proposed modification or deactivation of the coal production region. The notice includes a description of the change (e.g., adding or deleting a county or deactivating the region) and a summary of the reasons for the proposed change. Public comments are invited. The notice is published in the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Federal Register Notice

Data Name	Regional Data
Abbreviation	
Description	This aggregate element represents the data used by the BLM when performing regional leasing activities. The data comes from the Land Use Plans, the Coal Reserves data, the Economic Review Report, the Factors List, the Planning Schedule, the Regional Mailing List and the Alternate List.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Resouce Data + Coal Data + Tract Delineation Factors + Regional Review Data + Planning Activities List + Interested Parties + RCT Names

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Regional Data for Public
Abbreviation	
Description	This aggregate element represents the data sent to the public by the BLM during coal production region processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	New Region Notice + Regional Change Announcement + Notice of Change + Activity Data for Public

Data Name	Regional Information
Abbreviation	
Description	The governors of the affected states can submit any additional information they consider necessary to determine if a coal production region should be modified or deactivated.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Regional Lease Data
Abbreviation	
Description	Regional lease data is any data needed to assess the future interest in federal coal. The SLMS database and the ALMRS/ORCA system can supply information on current coal mines in the area.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Future Demands + $Geologic Data + $Coal Characteristic

Data Name	Regional Review Data
Abbreviation	
Description	The Tract Delineation Team prepares an economic review. The review is a rough approximation of the estimated costs of mining and reclaiming an area and the estimated revenues to be generated by the mining operations. The purpose of the review is to determine if mining the area is likely to be economically feasible.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Estimated Costs + $Estimated Revenue

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Regional Stipulations
Abbreviation	
Description	Regional Stipulations are the restrictions, recommendations, and comments from the regional Environmental Impact Statement.
Data Type	File
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Regional EIS Stipulations

Data Name	Rejection
Abbreviation	
Description	The Rejection is simply a notice sent to the applicant indicating that his/her application has been rejected. The notice states the reasons the application was rejected.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Rejection

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Information
Abbreviation	
Description	The request for information from an applicant or operator can be verbal or written. The request can be for any additional information needed to process a BLM action.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Request

Data Name	Request Members
Abbreviation	
Description	The request for members for the sale panel is a letter sent to the governor requesting that he/she submit the name of an individual to serve on the sale panel as a non-voting member.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Mining Modification
Abbreviation	
Description	The BLM inspector can make a verbal request to the mine operator asking him/her to submit a Mining Modification. The request usually occurs at a mine inspection.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Request

Data Name	Request Mining Plan
Abbreviation	
Description	If an operator has already started activities on an inactive lease the BLM can request he/she submit a Mining Plan. The request can either be verbal (i.e. during an inspection) or written.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Request

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Minor Modification
Abbreviation	
Description	The BLM can request that the operator submit a minor modification to the Mining Plan. The request can be verbal (i.e. during an inspection) or written.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Request

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request New Terms
Abbreviation	
Description	This is a letter requesting the Surface Management Agency send any recommendations for new lease terms to the BLM.
Data Type	Letter
Ability to View	All
Ability to Update	N/A
Definition	$Request

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Payment
Abbreviation	
Description	The BLM requests that the potential lessee submit the balance of the bonus bid, the first year's rent, and the proportionate share of the cost of publication.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Request Qualifications
Abbreviation	
Description	The request is usually a form asking for the applicant's name, age, citizenship, and coal holdings. If the applicant is a corporation, a form is sent requesting the names of the authorized officers and the stockholders.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Form Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Ranking
Abbreviation	
Description	The RCT can solicit recommendations from other state and federal agencies when ranking coal tracts.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Request Recommendations
Abbreviation	
Description	The request is a simple letter to the Surface Management Agency (SMA) requesting they submit any stipulations concerning the use of the lands.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Request Regional Information
Abbreviation	
Description	The BLM can request the governors of the affected states submit any information concerning the modification or deactivation of a coal production region.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Request SMA Consent
Abbreviation	
Description	A letter is sent to the head of the surface management agency requesting consent to use the lands for surface mining.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Stipulations
Abbreviation	
Description	The Regional Coal Team requests that any affected Surface Management Agency submit any stipulations concerning the tract delineation.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Suspension
Abbreviation	
Description	A request in writing is submitted to the BLM authorized officer asking for a mine suspension and stating the reasons why the mine should be held in suspension.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Tiebreaker
Abbreviation	
Description	The sale official makes a verbal request to the high bidders to submit a tie-breaking bid.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Reserve Information
Abbreviation	
Description	Reserve information is confidential data about the amount of coal reserves that an emergency lease applicant holds. An emergency lease application must state why the additional coal is needed. The BLM validates the needs by checking the coal reserves of the applicant.
Data Type	Data Flow
Ability to View	BLM Personnel; Confidential Data
Ability to Update	BLM Personnel, Applicant
Definition	$Applicant's Coal Reserves

Data Name	Resource Data
Abbreviation	
Description	Resource Data is information from the Land Use Plans that aids in activity planning. The Land Use Plans project how land is to be used in the region. The plans state which lands could be used for coal leases.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Land Usage + $Regional Data

Data Name	Resource Recovery and Protection Plan
Abbreviation	R2P2
Description	The R2P2 explains in detail how the coal is to be mined. The plan is tailored towards the resource recovery. An R2P2 is part of the mining plan which is submitted to the Office of Surface Mining. The operator must submit maps showing where mining is to take place, describe the mining method, and state how the lands will be restored after mining is finished.
Data Type	File
Ability to View	BLM Personnel, Operator
Ability to Update	BLM Personnel, Operator
Definition	$Operator Information + $Land Description + $Maps + $Proposed Mining Operation + $Coal Quality + $Mining Methods + $Coal Reserves Estimate + $Reclamation Schedule + $MSHA Required Data + $MER Explanation

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Restrictions
Abbreviation	
Description	If the adjudicator determines that the application must be modified, the changes are sent to the applicant as Restrictions. The restrictions can limit land usage or change the land description.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	{$Recommendations + $Restrictions + $Modifications}

Data Name	Royalty Payment Notice
Abbreviation	
Description	The payment letter states that the amount of coal mined over the last continued operations year was not one percent of the recoverable coal and that advanced royalties and any late charges must be paid. The letter directs the operator to submit the advanced royalties to the Mineral Management Service.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Royalty Report
Abbreviation	
Description	The Royalty Report is sent to the BLM quarterly. The report states the amount of royalty paid for each federal mine over the last three months.
Data Type	File
Ability to View	BLM Personnel; Confidential Data
Ability to Update	None; MMS Report
Definition	$Mine Identification + $Royalties Paid Quarterly

Data Name	SLMS Mine Data
Abbreviation	
Description	The SLMS database tracks processes performed by the BLM during mining operations.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Verification Data + Diligence Data + Suspension Data + Discrepancy Data + Continued Operations Data

Data Name	SLMS Operations Data
Abbreviation	
Description	This aggregate element represents the data entered and retrieved from the SLMS database during post lease operations.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	SLMS Mine Data + Undesirable Event Data + Inspection Data + Mining Plan Data + Mining Modification Data + LMJ Data + Inventory Data + Violation Data

Data Name	SMA Adjudication Data
Abbreviation	
Description	This aggregate element represents the correspondence between the Surface Management Agency and the BLM during adjudication processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Process Lease to SMA + Activity Data from SMA + Stipulations + Comments + Closeout Decision + Land Condition + Terms Violation + Request New Terms + Term Recommendation

Data Name	SMA Consent
Abbreviation	
Description	The surface management agency submits a letter to the BLM granting consent for leasing.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	SMA Operations Data
Abbreviation	
Description	This aggregate element represents the correspondence between the Surface Management Agency and the BLM during post lease operations.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Walk Through Notice + Inspection Violations + Report Potential Problems + Reclamation Recommendations + Plan Approval + Stipulations + Land Usage Recommendation + Mining Modification + EA Change + Plan Change + Consultation Correspondence + LMU Stipulations

Data Name	Sale Data
Abbreviation	
Description	This aggregate element represents the data needed when processing a lease sale. The data comes from the Mailing List, the Bid Safe and the Results List.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Interested Parties + Bid Log + Lease Bids + Bid Information

Data Name	Sale Decision
Abbreviation	
Description	The outcome of the sale is written up in a letter and sent to all qualified bidders.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Sale Minutes
Abbreviation	
Description	Minutes for the sale are prepared by the sale official. The minutes state the general proceedings of the sale, who the apparent high bidder was, and any public comments concerning the sale.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel, Sale Official
Definition	$General Proceedings + $Public Comments + Apparent High Bidder

Data Name	Sale Notice
Abbreviation	
Description	The Sale Notice describes where and when a competitive lease sale is to take place. The notice states the lease procedures and where to submit the bids. The notice also describes the lease tracts and states a minimum bid level.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel
Definition	$General Sale Information + $Tract Description + $Sale Date + $Sale Location + $Bid Deadline + $Minimum Bid

Data Name	Sale Schedule
Abbreviation	
Description	The BLM creates a schedule to be reviewed by the Washington Office Director. The schedule includes the name of the coal tract, the date and time of the sale, the minimum bid and the method to be used for the sale.
Data Type	Record
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Tracts + $Date/Time of Sale + $Minimum Bids + $Sale Method

Data Name	Science Advisor Appointment
Abbreviation	SA Appointment
Description	The lead state director can appoint science advisors to aid in reviewing planning data. The RCT chairperson reviews the possible advisors and appoints any qualified personnel.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Secretarial Issue Document
Abbreviation	SID
Description	The SID assists the secretary in making a regional coal decision and provides a public record for the decision. The SID contains a summary of the decision that the secretary is being asked to decide, the date when the decision must be made and why, a general historical background concerning the major events that led to the SID, any issues that will be affected by the decision, and the options the secretary has for making the decision.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Required Decision + $Decision Dates + $Background + $Issues + $Options

Data Name	Segregated Lease Data
Abbreviation	
Description	Data needed from the old lease is entered into the ALMRS system for the new segregated lease. The new lease receives a new serial number and the land description for the part of the old lease that is not to be included in the logical mining unit.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Lease Information

Data Name	Selected Tracts
Abbreviation	
Description	Selected tracts are those coal tracts that the Regional Coal Team has picked to be reviewed in the regional environmental impact statement.
Data Type	Data Flow
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Tracts

Data Name	Selection Report
Abbreviation	
Description	If the state director decides that the Lease by Application process does not justify the use of regional sale panel requirements, a report is drafted stating the reasons and the director proceeds to select the panel members for the lease by application sale using the regional process.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Decision

Data Name	Serial Register Page
Abbreviation	SRP
Description	The Serial Register Page is the hardcopy output from the ALMRS/ORCA Case Recordation System. The Register Page contains the basic applicant information and a land description. The Register Page also shows all the actions taken on an application. This helps the adjudicator track applications.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Applicant's Name, Address + $State + $Case Type +$Date + $Serial Number + $Land Description + $Tracking Action + $District Office + $County + $Acreage

Data Name	Signed Change Request
Abbreviation	
Description	The Washington Office Director signs and returns the request to the lead state director. The Notice of Change is then published in the Federal Register and distributed to the governors and interested parties.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	Region Change Request + $Signature

Data Name	Signed Lease
Abbreviation	
Description	The signed lease is a lease that the potential lessee has signed indicating that he/she agrees with the contents and will comply with the stipulations.
Data Type	Aggregate
Ability to View	All
Ability to Update	None
Definition	Lease + $Signature

Data Name	Signed License
Abbreviation	
Description	A Signed License is an Exploration License or License to Mine that was signed by the potential lessee, indicating that he/she will comply with the stipulations.
Data Type	Aggregate
Ability to View	All
Ability to Update	None
Definition	[$Exploration License | $License to Mine] + $Signature

Data Name	Signed Register Notice
Abbreviation	
Description	The signed register notice is the new region Federal Register notice that has been signed by the Washington Office Director (100).
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	New Region Notice + $Signature

Data Name	Signed Requirements
Abbreviation	
Description	The Signed Requirements are the Additional Requirements that have been signed by the applicant and then returned to the BLM.
Data Type	File
Ability to View	All
Ability to Update	N/A
Definition	Additional Requirements + $Signature

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Social Factors
Abbreviation	
Description	Social factors are comments and recommendations made by affected Indian tribes when reviewing the technical paper.
Data Type	Data FLow
Ability to View	All
Ability to Update	N/A
Definition	$Recommendations

Data Name	Status Report Plats
Abbreviation	
Description	The status report plat is a use plat delineating the proposed lands. The report also contains red lines that indicate any useful information that might be needed by the adjudicator. Optionally a master title plat can be included if the land title is needed.
Data Type	Set
Ability to View	All
Ability to Update	Records and Title Dept.
Definition	$Use Plat + $Land Description Comments + ($Master Title Plat)

Data Name	Stipulation Concurrence
Abbreviation	
Description	The concurrence letter is in response to the LMU approval. The letter states that the applicant agrees to conform to the stipulations set by the BLM. Once the concurrence letter is sent to the BLM, the LMU is issued.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Stipulations
Abbreviation	
Description	Stipulations are written comments made by the District and Resource Area offices, the Mining Regulation Section and the Surface Management Agency (SMA). The comments deal with land usage and environmental concerns. Typically stipulations also contain recommendations and any land restrictions. At times, stipulations and recommendations are used interchangeably.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM Personnel
Definition	{$Recommendations + $Restrictions + $Modifications}

Data Name	Summary Rating Sheets
Abbreviation	
Description	The Adequacy Ratings are consolidated into the Summary Rating Sheets. The sheets include explanatory notes and any requests for additional data. The sheets are made available to the public.
Data Type	Set
Ability to View	BLM Personnel, Regional Coal Team
Ability to Update	BLM Personnel, Regional Coal Team
Definition	{Adequacy Rating}

Data Name	Surface Owner Consent
Abbreviation	
Description	The valid surface owner supplies written consent to the BLM. The consent allows the BLM to lease the minerals found under the owner's lands.
Data Type	Record
Ability to View	All
Ability to Update	None
Definition	$Consent Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Surrounding Mine Data
Abbreviation	
Description	To better determine interest in the region the Tract Delineation Team might review the plats and the historical index. The plats and the historical index contain all the leasing, licensing and permit activity in the region.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM Personnel, Records and Title Dept.
Definition	{$Regional Leases, Licenses, Permits}

Data Name	Suspension Data
Abbreviation	
Description	The status of a suspension request and all the dates needed to track the suspension are stored in the SLMS Diligence database.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Suspension Status + $Suspension Dates

Data Name	Suspension Notice
Abbreviation	
Description	The suspension notice is a letter sent to the operator and the Mineral Management Service indicating that the BLM has determined that it is in the best interest of the parties involved to suspend operations on the mine. The letter states any suspension deadlines and rules and states that the mine must not be operated while under the suspension.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Suspension Rejected
Abbreviation	
Description	If it is determined that it is not in the best interest of the BLM or the public to suspend operations on a mine, the authorized officer can contact the operator and reject the request for the suspension.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Technical Paper
Abbreviation	
Description	The leasing level technical paper is prepared to assist the Regional Coal Team in its deliberations in formulating the recommendation for the regional leasing levels. The paper consists of a regional marketing analysis and factors such as expressed interest for special opportunity sales, expected production, level of competition, projections of future demands, and national energy needs.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Market Analysis + $Special Opportunity Sales + $Expected Production + $Level of Competition + $Future Demands + $National Energy Needs

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Term Recommendations
Abbreviation	
Description	Recommendations for rental and royalty rates, lease terms, and bond recommendations are consolidated into a letter and sent to the adjudicator.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	Surface Management Agency, BLM
Definition	{$Lease Terms}

Data Name	Terms Violation
Abbreviation	
Description	A Terms Violation is either a memo to the adjudicator from a District or Resource Area office, or a letter from the surface owner or the Mining Management Services indicating that the lessee has violated the terms of a lease or license. The letter states the violation, and if possible, what is required to correct it.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Tie-breaking Bid
Abbreviation	
Description	A tie-breaking bid is just a lease bid submitted at a sale at the request of the sale official. The high bidders resubmit bids to break a tie.
Data Type	Aggregate
Ability to View	BLM Personnel; Confidential Data
Ability to Update	Bidder
Definition	Lease Bids

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Tract Data for Public
Abbreviation	
Description	This aggregate element represents the data sent to the public by the BLM during tract delineation.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Interest Call + Acknowledge Interest + Data Adequacy Review Report + Notice of Availability + Tract Profile + Summary Rating Sheet + Technical Paper + Ranking Subfactors

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Tract Data for RCT
Abbreviation	
Description	This aggregate element represents the data distributed to the Regional Coal Team by the BLM during tract delineation.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Data Adequacy Review Report + Tract Profile + Summary Rating Sheets + Technical Paper

Data Name	Tract Delineation Factors
Abbreviation	
Description	The Tract Delineation Team (TDT) uses a list of factors to determine the competitiveness of the individual coal tracts. The factors consist of the tract configuration, the ownership patterns, the coal resources, and the marketability.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel
Definition	{$Factors}

Data Name	Tract Profile
Abbreviation	
Description	The Tract Profile is a summary of the information used in the tract delineation and the preliminary, site specific environmental analysis. The profile produced for each tract contains a tract description, information on the quality and quantity of the coal, any mining considerations, factors considered for maximum economic recovery, data showing land ownership patterns, any assumptions used in tract delineations and any needed maps.
Data Type	File
Ability to View	BLM Personnel
Ability to Update	BLM Personnel
Definition	$Tract Description + $Coal Quality and Quantity + $Production Considerations + $MER Factors + $Land Ownership Patterns + $Competition + $Delineation Assumptions + $Maps

Data Name	Undesirable Event Data
Abbreviation	
Description	The SLMS VIEU database tracks undesirable events for federal mines. The type of event, the date it happened, and the date of the correction are entered into the system by the BLM SLMS personnel.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Type of Event

Data Name	Undesirable Notice
Abbreviation	
Description	An Undesirable Notice is either a written memo or a phone call stating that an undesirable event occurred at one of the federal mines. The undesirable notice is also called an accident report or inspection notice.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Notice

Data Name	Unmined Coal Info
Abbreviation	
Description	The authorized officer consults with the LMU applicant concerning any federal coal reserves that the applicant wishes to not mine, to render unminable, to assign, to relinquish or to segregate. The authorized officer and the applicant must come to terms over the unmined coal.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$BLM Correspondence + LMU Applicant Correspondence

Data Name	Unqualified Bids
Abbreviation	
Description	Unqualified bids are those bids that do not meet the fair market value for the commodity set by the BLM.
Data Type	Aggregate
Ability to View	BLM Personnel
Ability to Update	None
Definition	Lease Bids

Data Name	Validate Consent
Abbreviation	
Description	In order to validate the surface owner's consent the BLM will contact the owner usually by phone.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Validate LMU
Abbreviation	
Description	An LMU must be mined by one operator, but can be made up of several leases each owned by different individuals or companies. The application for an LMU contains the name of the owner of the leases. The authorized officer can contact the lessees to verify that they are part of the LMU.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Message

Data Name	Verification Data
Abbreviation	
Description	The Verification Data is data entered into the SLMS Mine Plan database. The system tracks the production verification frequency, the number of verifications completed during the year, and the hours expended doing the production verification.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Production Verification Frequency + $Hours Spent + $Number of Verifications Completed Yearly

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Violation Correction
Abbreviation	
Description	The Violation Correction is a letter from the lessee to the adjudicator stating how and when a lease term violation will be corrected.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Violation Data
Abbreviation	
Description	Violation data is tracked in the SLMS Violation, Irregularity/Exception, Undesirable Events (VIEU) database. Mine identification information, type of violation, and any significant dates are entered into the database.
Data Type	Elements
Ability to View	BLM Personnel
Ability to Update	BLM SLMS Personnel
Definition	$Mine Identification + $Violation Database Elements

Data Name	Violation Notice
Abbreviation	
Description	The Violation Notice is a letter sent to the lessee by the adjudicator indicating that the terms of the lease have been violated. The letter states that the lessee has 30 days to correct the problem or the lease will be cancelled.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

Data Name	Voting Member Invitation
Abbreviation	
Description	An invitation is sent to the governors of any affected states requesting that they submit the name of an individual who will act as a voting member in the regional coal team. The invitation also requests the name of an alternate member.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Invitation

Data Name	Walk Through Notice
Abbreviation	
Description	The BLM contacts interested parties to invite them to participate in a walk through of a federal lease or license.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Notice

Data Name	Washington Regional Data
Abbreviation	
Description	This aggregate element represents the correspondance between the Washington Office and the BLM during coal production region processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	RCT Charter + Charter Approval + Signed Register Notice + Region Recommendations + New Region Data for Washington + Region Change Request + Notice of Change + Signed Change Request + Activity Data for Washington + Long Range Market Analysis

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Washington Sale Data
Abbreviation	
Description	This aggregate represents the correspondence between the Washington Office and the BLM during competitive coal sale processing.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	Sale Minutes + Evidence of Compromise + Comments + Notice Requesting Comments + Sale Notice

Data Name	Withdrawal Data
Abbreviation	
Description	Withdrawal Data is the ALMRS/OCRA action code that indicates that the application has been withdrawn.
Data Type	Element
Ability to View	All
Ability to Update	BLM Personnel
Definition	$Action Code

Data Name	Withdrawal Request
Abbreviation	
Description	A Withdrawal Request is sent to the BLM from an applicant stating that he/she wishes to withdraw part or all of an application. The request must contain a land description for a partial withdrawal.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	1140-6-Form
Data Name	Independent Price Determination Certificate
Abbreviation	ATR 139/140
Data Name	Antitrust Review Forms
Abbreviation	ED
Data Name	Environmental Document
Abbreviation	MER
Data Name	Maximum Economic Recovery Report
Abbreviation	MIF
Data Name	Mine Information Form
Abbreviation	R2P2
Data Name	Resource Recovery and Protection Plan
Abbreviation	SA Appointment
Data Name	Science Advisor Appointment
Abbreviation	SID
Data Name	Secretarial Issue Document
Abbreviation	SRP
Data Name	Serial Register Page